The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

**Alcohol & Drug Abuse Specialist, GS-0301-09**

**Announcement #:**

**IMPORTANT NOTES:**

This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent is a Center health services Alcohol and Drug Abuse Program Specialist responsible for providing counseling and other services to students with alcohol and drug abuse related problems. The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

The incumbent must be certified as an alcohol and drug abuse specialist or be able to acquire certification by a recognized State or National credentialing board.

**DUTIES:**

Assist with the development of Center operating procedures for program components related to alcohol and other drug testing and intervention. Solicits input from the core team to develop student’s intervention plan and behavioral contract. Monitors and documents progress in the student’s medical health record. Ensures that intervention planning guides a student’s expected behavior in all areas of Center life and that the student is monitored, as needed, by designated Center staff. Compiles required monthly and quarterly reports for submission to the National Health Office. Works with the mental health consultants, center physician, health services staff, counselors, and other Center staff to ensure that the intervention program component is fully understood and integrated on center and that staff support student intervention plans. Conducts on-going individual counseling and support group sessions, to include an introduction to the self-help program for students needing intervention. Evaluates self-help groups and establishes appropriate referrals. Incumbent collaborates with the recreation
department to assist in developing leisure time activities and specific incentives to reinforce an alcohol and other drug free lifestyle. Establishes and maintains liaison with community intervention resources. Plans and conducts Center staff training on the dynamics of alcohol and other drug use, the center’s AODA policy and program, and staff roles and responsibilities. Counsels students about matters relevant to their vocational and academic performance and other related concerns to encourage and motivate them to succeed in the classroom and after graduation. Handles student disciplinary and/or behavioral problems. Emphasizes and instructs students regarding the importance of personal hygiene; professional appearance; job punctuality; and reliability. Communicates to students the importance of cooperation with fellow workers, acceptance of constructive criticism, following instructions, and respecting the value of company and personal property. Performs other duties as assigned.

**OUTREACH RESPONSE: (Please respond no later than 2/01/2013)**

Interested applicants desiring further information should contact Aimee Phillips by phone at 606-354-4231 or email aphillips@fs.fed.us, or Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it (with a resume preferred) to the email addresses or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review [www.usajobs.com](http://www.usajobs.com), the U.S. government’s official site for jobs and employment information.

**HOW TO APPLY:**

The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at: [www.usajobs.com](http://www.usajobs.com). Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

**About the Pine Knot Job Corps Center:**

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

**Offices on the Daniel Boone National Forest include:**

- Supervisor’s Office, Winchester, KY
- London Ranger District, London, KY
- Morehead Ranger District, Morehead, KY
- Redbird Ranger District, Manchester, KY
- Stanton Ranger District, Stanton, KY
- Stearns Ranger District, Whitley City, KY
The Center has the following five organizational areas:

Administration  
Counseling  
Education  
Residential Living  
Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America’s disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 224 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

Pine Knot offers training in the following career technical training fields:

Auto Mechanics  
Construction Craft Laborers  
Culinary Arts  
Urban Forestry  
Welding  
Union Brick Masonry  
Union Carpentry  
Union Painting  
Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The
Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Four dormitories (one female, three male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

**About Pine Knot:**

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).
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<th>Position Applying For:</th>
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<td>Alcohol &amp; Drug Abuse Specialist GS-0301-09</td>
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| Current series, grade and title: | |
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If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

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<th>Person with disabilities</th>
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<td>Disabled veteran w/30% compensable disability</td>
<td>Veterans Employment Opportunities Act of 1998</td>
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<td>Former Peace Corps Volunteer</td>
<td>Student Career Experience Program</td>
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<td>Other:</td>
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Narrative on why you feel you are a Qualified Candidate for this position:

Please send this completed form and (resume preferred) to Aimee Phillips at aphillips@fs.fed.us or Allen Vaughn at arvaughn@fs.fed.us, or by fax to 606.354.4270, or by mail to:

Pine Knot Job Corps
P.O. Box 1990
Pine Knot, KY 42635

Thank you for your interest in our vacancy. Pine Knot Job Corps is an equal opportunity employer.

This form will inform us of your interest in the position. In addition to this form, you must still apply online at USAJOBS at: www.usajobs.gov