Position Details
- Announcement Number: SAD VA 2019-88
- Opening Date: 8 August 2019
- Closing Date: 9 September 2019
- Position Title: Counselor (SAD WO1)
- Duty Location: Discovery Challenge Academy, Lathrop, CA
- Selecting Official: Director, Discovery Challenge Academy
- Projected Employment Date: 1 October 2019

Vacancy Announcement Details
The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires 9 September 2019 unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1 w/ Change #1. Continuation and subsequent extensions of service will be determined by the individual’s performance of duty and continuation of funding. The service member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed WO1.

This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. Applications missing signatures and required documents will not be considered.

The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program. Reimbursement for moving and relocation expenses will not be paid.

Eligibility Requirements
Discovery Challenge Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.
- Members of the active California National Guard or active members of the California State Guard (CAGS) in the grades of WOC through CW2 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg 600-1. Applicants who are not current members of the California National Guard or California State Guard may also apply, however, applicants must meet military affiliation requirements at the time of appointment. CASG members must submit a copy of their CASG orders with their application. Non-members of the California National Guard or CASG must submit a Letter of Intent to meet qualifying military affiliation at the time of appointment along with their application.
• Military assignments appropriate to the grade of the applicant are required.
• Must have excellent written and verbal communication skills.
• Successful completion of military education commensurate to the grade and service of the applicant.
• Completion of a Bachelors Degree in Social Science or a related field is required. Completion of Graduate level course work in Counseling or Social Work is recommended. **Attach documentation of your highest level of civilian education.**
• Training or education in child growth and development, or education and/or counseling techniques.
• Training in Human Relations, Equal Opportunity or Human Awareness is desired.
• Must possess, at minimum, two years’ counseling experience or other related experience.
• Strong computer skills with IBM compatible, Windows OS, and MS OS experience is desired.
• Must be willing to work a flexible work schedule, to include nights and weekends, when Academy missions dictate.
• Applicant must meet, and maintain, federally recognized medical fitness standards. **Attach a current copy, within the past twelve months, of your military component’s verification of these requirements. (See instructions at the end of this announcement for required component-specific documents.)**
• Must pass Live Scan upon hire date.
• Appropriate military uniform with federally recognized, or CASG recognized, rank will be worn in accordance with military regulation.
• Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
• Must possess a valid state driver’s license. **Attach a current copy, within the past six months, of your Department of Motor Vehicle’s printout.**

Primary Duties and Responsibilities
The Counselor works under the supervision of the Lead Counselor, Discovery Challenge Academy.
• Plans, coordinates and administers student counseling activities for Discovery Challenge Academy.
• Assists the Academy staff to work more effectively.
• Assists each student with adjusting and goal planning activities.
• Monitors various resource materials to support course development and learning activities and provides evaluation and feedback.
• Promotes positive relationships in the community through involvement with community organizations and community service projects.
• Assists other departments with student supervision during events as assigned by the Lead Counselor.
• Is available for ESAD surge operations to assist State Personnel, Comptroller and the Joint Staff in response to State emergencies.
• Performs other duties as assigned.

Instructions for Submitting Applications
Interested applicants must submit a completed and signed State Active Duty Appointment Application and all required supporting documentation, to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**
• Documentation of your highest level of civilian education. (Legible copy of either diploma, degree, or transcripts).
• CAARNG Applicants: APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months.
- CA ANG Applicants: ARCNet Individual Readiness Detail, current within the past twelve months.
- CASG Applicants: Complete and submit the CA 3024-1 Member AHA Form. Each CASG service member will be required to complete and submit, in its entirety, their SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- DMV Printout current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- CASG Orders – CASG Applicants only
- Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents must be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, or e-mailed as one file to ng.ca.caarng.mbx.sad-application@mail.mil. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Monday, 9 September 2019.

Remarks
To request the State Active Duty Appointment Application or CASG AHA forms, please contact Mrs. Cheryl Arbaugh at (916) 854-3816 or ng.ca.caarng.mbx.sad-application@mail.mil for assistance.