

POSITION ADVERTISEMENT



Military Personnel Services Corporation (MPSC)
6066 Leesburg Pike, Suite 900
Falls Church, Virginia 22041
Toll Free: 877.336.0800; www.mpscrc.com

Position Title:

Army National Guard (ARNG) Survivor Outreach Services (SOS) Coordinator, States and Territories

Location: Numerous States and Territories

Salary: \$60,000-68,000 Annual

Placement

Availability: For Immediate

The **Military Personnel Services Corporation (MPSC)** is seeking qualified, trained and capable individuals to serve as Survivor Outreach Services (SOS) Coordinator within the Army National Guard (ARNG) throughout the States and Territories. The SOS Program is designed to provide dedicated and comprehensive support to Survivors of deceased Soldiers. The position ensures the ARNG fulfills its covenant with Survivors through sustainment of a comprehensive multiagency program that improves Soldier and Family preparedness in the event of a catastrophic loss, maximizes cooperative efforts within organizations and agencies, ensures Survivors receive all the benefits to which they are entitled, and encourages Survivors to remain an integral part of the ARNG Family for as long as they desire. The SOS Program provides financial counseling assistance and long term support to surviving Family members, ensuring the surviving Families' concerns are addressed expeditiously in a holistic approach. The ARNG SOS Coordinator provides the states and territories a subject matter expert supporting programs and services to Survivors of fallen Soldiers. The SOS Coordinator will develop, administer, and coordinate SOS programs and services within the state or territory. The ARNG SOS Coordinator assigned to the state/territory will be formally supervised and provided program direction by MPSC and the national contract Program Manager located at National Guard Bureau, and will also receive technical guidance from the state or territory government point of contact.

Major responsibilities include (not all inclusive):

- Serve as Subject Matter Expert on Survivor support and services, responsible for all aspects of the SOS Program
- Provide basic financial information regarding financial affairs, including but not limited to survivor benefits, budgeting, college savings plans, health care (Tricare and Medicare), long term care insurance, asset allocation, retirement savings, life insurance, and other related programs and services.
- Conduct briefings to community to increase knowledge of SOS services and support.
- Communicate with leadership, assess and analyze data from surveys and informational interactions and identify needs, refer as appropriate for assistance and develop a plan-of-action based on client needs, provide follow-up.
- Coordinate briefings, orientations, workshops and networks to enhance local and state delivery with agencies.
- Serve as an advocate for eligible beneficiaries.
- Coordinate with Casualty Assistance Center (CAC) Benefits Coordinator/Specialist and ACS Support Coordinators in service delivery to Survivors.
- Ensure all case records, follow-up/outreach, training, reports and procedures are in compliance with ACS accreditation standards.
- Coordinate and conduct support groups, life skill education and supportive counseling for Survivors using various venues. Provide information, referral, and respite care services as requested.
- Provide and/or assist with financial readiness training and assist clients in managing complex financial issues in coordination with applicable agencies to resolve issues.
- Inform and brief state/territory leadership, ACS Director, and ARNG Soldier Family Support and Services Division Chief on all issues impacting survivors. All issues not resolved will be immediately referred to ARNG SSFS for resolution.

Qualified candidates must have:

- Four-year degree in Business, Communications, Organizational Management or equivalent and five(5) or more years experience in related field. A certified Financial Planner is preferred. Other combinations of experience and education that meet minimum qualifications may be substituted.
- Must have knowledge of military lifestyle.
- Knowledge, experience, and skills in the area of military personnel, finance, human resources, wellbeing, family, and deployment cycle support is preferred. Working knowledge of the structure and operation of the ARNG is preferred.
- Exceptional customer service—good oral and written communication skills.
- A valid state driver's license; Proficiency in Microsoft Word, Excel, Power Point and Database use experience.
- Work at times requires extended work hours; Ability to travel required.

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), \$50k Life Insurance Policy, and a comprehensive Health and Dental Plan. Interested parties should submit questions or resumes, via email, to Janet Marquis, Phd @ janetmarquis@comcast.net. Questions—call Janet @ 571-215-8974. Resumes should not exceed two pages.

