



POSITION DESCRIPTION: Yellow Ribbon Support Staff Level I

DATE ADVERTISED/OPEN: 11/29/2011

LOCATION: Virgin Islands

TYPE: Full-Time Contract Position

SUPERVISION: Yellow Ribbon NCOIC and Family Programs Director

JOB DESCRIPTION. Provide Soldier and Family Support Services including but not limited to the direct day-to-day support for the planning and execution of the Yellow Ribbon Program. **Level I** positions are an entry level position and must possess basic knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as an understanding of the Army National Guard (ARNG). Level I positions are for personnel with **less than two (2) years experience** working with ARNG Families (This experience can be a combination of volunteer service or paid work).

MAJOR DUTIES.

- Plan/Support/Implement events, training, briefings, and activities that support Service Members and their Families and the youth throughout the deployment cycle.
- Collaborate with staff responsible for providing training, information, and resources to Service Members and their Families.
- Communicate with military leadership as directed and necessary.
- If required by State/Territory Point Of Contact (POC), respond to inquiries from units to ensure that they have access to all available events, briefings, trainings, and activities related to the Reintegration Program.
- Gain a working knowledge of all benefits and resources available to Service Members, their Families and especially the youth in order to refer them directly to specific resources or direct them to an agency that can provide appropriate services.
- Use Tracking Tools to track major activities relating to YRRP requirements.
- Provide Level II and Assistant Program Managers with assistance in ensuring accuracy and timeliness standards for reporting requirements within their State for inclusion in the nationwide report.
- Collaborate with the Transition Assistance Advisors (TAA) who will be able to direct YRSS to the pertinent service agency's staff in order to gain a specific understanding of benefits available to Service Members and their Families.
- Provide necessary assistance to units and/or individuals to ensure accomplishment of all Deployment Cycle Support tasks during the deployment cycle, including coordinating reception activities, briefings, training, and spouse/Family education.
- Be the subject matter expert and when requested, conduct all required briefings during each phase of the deployment cycle. ***Deployment Cycle briefs can include: Pre-deployment, Deployment, Reunion, Reintegration, USFPO (Pay), Tri-Care (Benefits), Single Soldier specific information, Legal (Wills and Powers of Attorney), Child and Youth, Child Care, Stress, Financial Management, Red Cross, Military OneSource, Public Affairs and ESGR.***
- Coordinate with the State/Territory/District Employer Support of Guard and Reserve point of contact on any employer issues related to Soldiers and/or their Family members within your command. Provide information to command leadership and follow-up as required.

- Submit and receive approval from the Level II and Area Program Managers for any travel requests in advance.
- Daily entry of time worked/paid leave in the electronic time keeping system.

QUALIFICATIONS.

- Must be able to pass basic background check and qualify to work with youth.
- Must demonstrate a working knowledge of military well being programs, Yellow Ribbon Reintegration programs, and the deployment support cycle requirements.
- Must possess broad based knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as understanding of the Army National Guard.
- Must be a self-starter and require minimum oversight.
- Must be computer literate and proficient in preparing Microsoft Word, Excel, and develop PowerPoint briefings as directed.
- Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the command.
- Must have a current and valid driver's license.
- Flexible with travel, evening and weekend work hours when required.
- Positive attitude.
- Excellent oral and written communication skills.
- Ability to present yourself professionally in a government environment and to inspire confidence with everyone whom you have contact with.

Contact Information

Please email all resumes to; Ashley Altizer aaltizer@gapsi.com