



## **ANNOUNCEMENT FOR ADOS TOUR**

**Job Title:** Yellow Ribbon Support Specialist

**Location:** 1 position on St. Thomas and 1 position on St Croix

**Supervisor:** Deputy Chief of Staff, Personnel (G-1)

**Job Status:** ADOS with possibility of renewal in FY13 (subject to availability of funds)

**Closing Date:** Open until filled. **Initial application deadline is 13 January 2012.**

**Position Objective:** Provide Soldier and Family Support Services and direct day-to-day support for the planning and execution of the Yellow Ribbon program.

**Essential Functions:** Plan, support and implement events, training, briefings, and activities that support Service Members and their Families throughout the deployment cycle. Collaborate with staff responsible for providing training, information, and resources. Respond to inquiries from units, Service Members, and their Families to ensure that they have access to all available events, briefings, trainings, and activities related to the Reintegration Program. Have a full working knowledge and understanding of all benefits and resources available to Service Members and their Families in order to refer them directly to specific resources or direct them to an agency that can provide appropriate services.

### **Duties and Responsibilities:**

- Compile accurate and timely cumulative reports for submission to the Program Manager
- Review, process and coordinate Level I time off requests to ensure appropriate resources for event/activity and implementation.
- Provide Yellow Ribbon Program coordination and assistance to units, Soldiers, and their Families as directed.
- 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.
- Assist in the development and implementation of the Reintegration Program within the parameters set by the Family Programs Director.
- Be the subject matter expert for all benefits (events, training, briefings, activities) and when requested, conduct all required briefings during each phase of the deployment cycle.
- Serve as a conduit for command information and coordination pertaining to Yellow Ribbon throughout the command.
- Coordinate with the Territory 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.

- With command guidance, develop the Commander's Reunion and Reintegration communication plan.
- Use Tracking Tools to track major activities relating to YRRP requirements.
- Other duties as assigned. (Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by this position).

**Qualifications (skills, knowledge, abilities)**

- Ability to provide superior customer service
- Must demonstrate a working knowledge of military wellbeing programs, Yellow Ribbon (Reunion / Reintegration) programs, and the deployment support cycle requirements.
- Must possess broad based knowledge 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.
- 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.
- Flexible with travel, evening and weekend work hours when required.

**Job Experience/Requirements:**

- 2-3 years of experience working with ARNG
- 2-3 years of experience in event planning, scheduling and logistics
- Possess basic knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as an understanding of the ARNG.
- Must have a current and valid driver's license.

**Education Requirements:**

- Bachelor's degree in related field or years of experience in lieu of education.

**APPLICATION INSTRUCTIONS**

- ❖ Applicant packet must contain DA Form 1058, resume, DA 705, certified DA 2-1 or validated ORB/ERB, RPAM and MEDPROS printout. If applicable, also include current DA 5500 and DA 3349.
- ❖ Submit applications to:

Joint Force Headquarters Virgin Islands  
 ATTN: G1  
 4031 La Grande Princesse  
 Christiansted, VI 00820-4353