ATTACHMENT 5 – LABOR CATEGORIES

The below table identifies labor categories for the JCCSS contract. For each labor category, provided is a description of anticipated tasks, minimum education, experience requirements, and licenses or certifications required.

Occupational Category 1 - Clinical Occupational Series and Labor Categories			
Labor Category	Description	Education	License/Certification
Alcohol and Drug Abuse Specialist	Conducts on-going counseling and support groups, to include an introduction to the self-help program for intervention, and annual events surrounding prevention Coordinates career plans and intervention planning with center counselors and health providers, as well as educators and instructors to update a student's intervention plan and behavioral contract. Ensure the plan guides a student's expected behavior in all areas of center life and in preparation for employment. Collaborate with the recreation department to assist in developing leisure time activities and specific incentives to reinforce an alcohol and other drug free lifestyle The position responsibilities also include evaluates self-help groups and establishment of appropriate referrals and counseling services, compiling required monthly and quarterly reports for submission to the National Health Office, maintaining appropriate records in the medical folders and charting information necessary to insure they are current. Conducts drug testing and follows chain of custody expectations. Maintains drug testing and alcohol testing supplies and equipment. Coordinates and participates in Tobacco Use Prevention (TUPP) programming, Healthy and Active Life Styles (HEALS) programming and other center activities, to include providing three (3) annual events per year. Performs all tasks in compliance with existing Job Corps safety policies and procedures. DOL provides Policy and Requirements Handbook (PRH) and EAP Desktop Reference for additional compliance guidelines.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov MUST HAVE DOL APPROVAL.
Guidance Counselor	The Guidance Counselor is responsible for assisting 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. The guidelines include participating in the Center Behavioral Management System (BMS) and/or the Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. Set a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress. Worker Skills and Qualifications: Guidance Counselor skills include being responsible for conducting initial counseling sessions, counsels' students with establishing career goals, available educational and training opportunities, and making appropriate plans and interprets test results to determine interest areas and strengths and weaknesses of student aptitudes. The Guidance Counselor takes an active role in suggesting discussion topics, identifying thematic problems or need, providing information, giving advice, directing the groups'	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov

	attention to possible alternatives to behaviors that have proven ineffective in the past, and encouraging the group to explore effective and realistic alternatives for problem-solving. The Guidance Counselor participates in the coordination of the Mental Health program and meets regularly with the mental health consultant to discuss diagnosis, intervention, and provide behavior modification counseling as it pertains to those students identified as "at risk", participates in staff training to include: new counseling techniques and methods, group counseling; and identification and assessment tools. Monitors the quality and effectiveness of the educational, vocational, and residential training components based on established and defined measures and advises managers and staff members of findings. Responsible for complying with safety instructions and regulations, ensuring individual's safety, and promptly reporting unsafe acts, unsafe conditions, and accidents to supervisor and/or Center Safety Officer. Responsible for complying with the Policy and Requirement Handbook (ePRH), Center safety instructions and policies, ensuring individual safety and promptly reporting unsafe acts, unsafe conditions, and accidents to the Health and Wellness Manager (HWM), Center Director (CD), or Center Safety Officer (SO).		
Registered Nurse II or above	Responsibilities for the Registered Nurse include administering primary health care for illnesses, injuries, dental and mental health problems. holds regularly scheduled sick call (define sick call) people who were military understand that it is held every morning during specific hours, but it's not a common term. The Nurse is responsible for providing assessment, diagnosis and treatment of minor illness; administering medications and treatments in accordance with authorized physicians Standing Orders, makes referrals to private physicians, dentists, clinics, community resources, or specialized services based upon assessment of the students physical and/or emotional needs. Provides follow-up care, treatment or relay ·of information by telephone and/or interview on illness, injuries, dental problems, test results, etc. by contacting parents, clinics, physicians, mental health providers, etc. The Nurse counsels, educates, and trains students on a variety of health subjects such as hygiene; prevention of pregnancy, STDs and HIV, 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.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Must have current state license to practice independently in the state services are provided. All licenses, resumes, and insurance that meets the minimum required coverage amounts must be submitted to the CO for approval, prior to providing services at the Center. Active, unrestricted license to practice in state where center is located Refer to PRH for specific requirements for this category. MUST HAVE DOL APPROVAL https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Licensed Practical Nurse (LPN)	The Licensed Practical Nurse (LPN) is responsible for administering primary health care for illnesses, injuries, dental and mental health problems. The LPN holds regularly scheduled sick call, provides assessment, diagnosis and treatment of minor illness and administers medications and treatments in accordance with authorized physicians Standing Orders. Duties include making referrals to private physicians, dentists, clinics, community resources, or specialized services based upon assessment of the students physical and/or emotional needs, providing follow-up care, treatment or relay of information by telephone and/or interview on illness, injuries, dental problems, test results, etc. by contacting parents, clinics, physicians, mental health providers, etc. The LPN counsels, educates, and trains students on a variety of health subjects such as hygiene, prevention of pregnancy, STDs and HIV. Counsels students about matters relevant to their vocational	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Must have current state license to practice independently in the state services are provided. All licenses, resumes, and insurance that meets the minimum required coverage amounts must be submitted to the CO for approval, prior to providing services at the Center. Refer to PRH for specific requirements for this category. MUST HAVE DOL APPROVAL.

	and academic performance and other related concerns to encourage and motivate them to succeed in the classroom and after graduation.		https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Mental Health Consultant (CMHC)	The CMHC provider must have an active, unrestricted license as a Clinical Psychologist or Licensed Clinical Social Worker and must be an independent practitioner in the State where services are provided. All services provided must be in accordance with state regulations. Candidates with active, unrestricted licenses other than specified above, who are qualified to provide mental health counseling services in the State where services are to be performance, MAY be considered at the sole discretion of the Government and would require a waiver prior to providing services. All candidates require approval by the Contracting Office (CO) PRIOR to providing services at the Center before and after award. Duties include prompt review of applicant files and complete required initial assessment (intake), and treatment plan, as applicable, recording all mental health documentation, such as, diagnosis, treatment and management plans, medication, reason of denial into the program (if recommended) etc. on the Student Health Record (SHR) and Job Corps Health and Wellness Program forms, participate in the management of, and provide written diagnoses for, a chronic care management plan for students with chronic conditions/disability related to mental health conditions, when appropriate, collaborate with Substance Abuse Counselor (TEAP) on services for students with co-occurring conditions of mental health issues and substance use, coordinate with center physician and Health & Wellness Manager (HWM) to discuss long-term medication management and Schedule II prescription management, participate in Reasonable Accommodation Committee (RAC) meetings & file applicant review team meetings during regular scheduled hours, when requested, assist students to acquire health-related skills and knowledge of healthy mental health care.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Unrestricted license as a Clinical Psychologist or Licensed Clinical Social Worker and must be an independent practitioner in the State where services are provided. Refer to PRH for specific requirements for this category. MUST HAVE DOL APPROVAL https://prh.jobcorps.gov

Occupational Category 2- Education and Vocational Training Labor Categories			
Labor Category	Description	Education	License/Certification
Vocational Development Specialist	Administers and evaluates vocational competency tests; initiates new enrollee employability plan, interviews and counsels new students assisting them in determining their vocation interests and trade selection. Forwards test results, plans and other student records to counseling. Ensures that Training Achievement Records (TAR) and supplemental materials are current and meet DOL-ETA standards. Notifies designated center point of contract when equipment and supplies used in training students are not up-to-date and in good condition. Administers competency-based testing programs for the students in the vocational trades. Reviews and discusses results of the tests with the students and instructors so as to identify strengths and areas of improvement for both the student and instruction provided. Follows and enforces the Behavior Management System (BMS) and/or Student Code of Conduct (SCC) guidelines to ensure proper conduct of students while on and off center. 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. 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. Maintains a weekly Vocational Education Roster, utilizing maximum benefit scheduling to meet student needs, coordinates trade changes through the evaluation of student progress (ESP) system and develops trade waiting lists. Ensures rosters are distributed to all staff on a weekly basis. Responsible for monthly updates of WBL Linkage Report for students participating in distant WBL sites. Responsible for verifying work site(s), monitoring compliance with Mutual Agreements of Understanding (MOU's) and ensuring student progress evaluations are completed. Monitors and provides continued assessment of students' academic, career/employment skills goals; career transition readiness, and projected dates of completion of Career Technical Training (CTT). Makes recommendations for career transition readiness program and establishes contact with students' respective Career Transition (CT) contracted personnel.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov
Technical Instructor	The Technical Instructor teaches one or more short courses in a technical trade or craft; such as, electricity, electronics, surveying, aircraft or ship fundamentals. Prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The Technical Instructor teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real-world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. Alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in the latest applicable publications or documents. Areas of study include, but are not limited to: Driver's Education, Math, Reading, General Educational Development (GED), Welding, Plumbing, Business, Health Occupations, Auto, Painting, Electrical, Computer Skills, Forestry and Culinary.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Certified, licensed, or accredited in the state in which the center is located, or is accredited by a professional trade organization • For NTC, instructor must be certified by union or trade organization, or by a national trade certifying organization Driver's Education Instructor must have a valid CDL Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below

			training table 7.18.4)
Health Care Instructor	The Health Care Instructor is responsible for preparing course materials in the fundamentals and basic and advanced skills of the Health Occupations - Nursing Assistant-Health Unit Coordinator vocation. Establishes individual training plans for each student assigned to the Health Occupation. Responsible for maintaining accountability for all students assigned to the program, monitoring students' vocational progress on a monthly basis, and maintaining a variety of records and reports covering student activities in the vocational phase of the training program. • Administers prescribed testing materials • Reports discipline and behavioral problems for students Responsibilities include reviewing course materials to ensure the most up-to-date information is utilized in the development of course materials such as study guides, visual aids, simple simulations (mockups and models), written tests, proficiency charts, training aids, and course outlines.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Current certification as a Licensed Practical Nurse (LPN) or higher level in accordance with State and/or National requirements. Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov
Licensed Practical Nurse (LPN)	The Licensed Practical Nurse (LPN) is responsible for administering primary health care for illnesses, injuries, dental and mental health problems. The LPN holds regularly scheduled sick call, provides assessment, diagnosis and treatment of minor illness and administers medications and treatments in accordance with authorized physicians Standing Orders. Duties include making referrals to private physicians, dentists, clinics, community resources, or specialized services based upon assessment of the students physical and/or emotional needs, providing follow-up care, treatment or relay of information by telephone and/or interview on illness, injuries, dental problems, test results, etc. by contacting parents, clinics, physicians, mental health providers, etc. The LPN counsels, educates, and trains students on a variety of health subjects such as hygiene, prevention of pregnancy, STDs and HIV. 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.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Must have current state license to practice independently in the state services are provided. All licenses, resumes, and insurance that meets the minimum required coverage amounts must be submitted to the CO for approval, prior to providing services at the Center. Refer to PRH for specific requirements for this category. MUST HAVE DOL APPROVAL. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Career Preparation Instructor (TABE)	Career preparation instructor is responsible for administering the Test of Adult Basic Education (TABE) to new students as well as follow-on examinations to measure numeracy and literacy progressions, following requirements stated in TABE 11/12 manuals regarding test administration. Coordinates with academic instructors to ensure follow-on testing complies with DOL guidance. The instructor will secure all testing materials and passwords, ensure all testing procedures are followed, the examination room is quiet during testing, and monitor students during the testing to prohibit cheating on examinations. Any instances of cheating will be reported to the academic manager and center director. The instructor will follow established schedules to ensure new students are tested within the first 21 days of arrival to the center. Career preparation instructor must have knowledge on the Career Preparation Program (CPP) and student life/school schedules and transition programs, strong verbal and written communication skills, and is expected to positively interact with young adults.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Job Corps TABE 11/12 Administrator Certification (or ability to obtain within 90 days). Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov
Tutor/Educational Training Technician	The Education Training Technician is responsible for coordinating the educational program, providing Career Preparation Period (CCP) support, and maintaining student schedules in Center Information System (CIS). Performs periodic review of records to ensure accuracy and completeness. Responsible for amending	Refer to PRH for specific education requirements for this category.	Refer to PRH for specific requirements for this category.

	records according to procedures and assuring academic records are accurate and complete. Resolves problems with conflicting records by contacting appropriate center staff and researching problems. Reviews and analyzes student needs and provides recommendations based on established criteria. This position provides Tests of Adult Basic Education (TABE) testing and provides backup classroom coverage and scheduling. The position is required to use an on-center computer to input attendance and write-ups. Maintain good discipline and classroom techniques. Keeps students motivated and interested in subject matter.	https://prh.jobcorps.gov	https://prh.jobcorps.gov
Teacher	The Teacher duties include assisting 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. The Teacher participates in the Center Behavioral Management System (BMS)and/or the Student Code of Conduct (SCC) program 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. Through classroom instruction and guidance, establishes a learning environment in which students can develop their ability to make rational and informed decisions relevant to their needs, as well as promote opportunities for students to develop rapport, interrelationships, self- discipline, and a positive self-image. Instructs students in the following areas: reading, language, writing, mathematics, life skills, computer literacy, general educational development program, human development, and social studies. Plans courses of instruction and lesson plans based on the developmental program and general curriculum guidelines in effect. Studies, plans, organizes, develops, and implements the assigned subjects independently using the Job Corps manual and center operating procedures as a guide and develops individual classroom operating procedures and specific directives for classroom maintenance in conjunction with Job Corps regulations. Implements plan using teaching methods and techniques appropriate for the skill level being taught, allowing for adaptations to permit individual differences in interests and ability and improve the quality of instruction. Maintains required records in accordance with applicable regulations, which includes progress reports and accountability reports. Provides constructive criticism, advice and guidance to students in the professional manner, taking into consideration the age and abilities of the student.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Certified to teach in state in which center is located (RO may waive if center is unable to hire certified teachers, but the candidate must pursue certification) Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Career Preparation Period (CPP) Coordinator	The Career Preparation Period (CPP) Coordinator position is responsible for coordinating and implementing the CPP plan; providing guidance and instruction to new students during their orientation period and coordinating vocational exploration. The CPP Coordinator assists students 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 BMS and/or the SCC program as necessary to ensure proper workplace conduct, appearance, and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, professionalism, and dress. Responsible for contacting incoming students who have been	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	High school diploma or high school equivalency Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov

	accepted into the Job Corps program to verbally welcome the new student, explains the program expectations, and answers questions. Provides information regarding the various academic and training programs, including general information on graduation requirements. Provides new enrollees with information and guidance for enrollment into a career development program. Provides advice and guidance to students on goal-setting, personal problem areas, progress, changing selection, job placement preparation, positive social skills, and education and career development goals. Seeks out opportunities for students to learn and practice socially acceptable behaviors and skills that will enable them to function successfully in the workplace and community. Ensures that operation procedures and Center directives are met regarding the CPP, including required classroom instruction hours. Coordinates briefings by instructors, counselors, medical and administrative personnel, and other staff at the Center. Assists in group and individual interviews and observations techniques. Administers standardized testing based on assessment of individual student needs. Functions as principal coordinator among Career Technical Training (CTT), academic, and residential-living areas regarding new student activities. Provides counseling services covering Career Success Standards (CSS), Personal Career Development Plans (PCDP) development, and Work Based Learning (WBL) opportunity awareness. Recognizes and provides feedback for positive behaviors. Maintains and routes training records in accordance with CPP plan guidelines. Updates approved changes to the CPP portion of the Career Development Service System (CDSS) plan. Maintains records, written reports, completion of forms and evaluations, ensures security of equipment and facilities.		

Occupational Category 3 - Non-Clinical Occupational Series and Labor Categories			
Labor Category	Description	Education	License/Certification
Support Clerk	The Support Clerk responsibilities include assisting 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) and/or the Student Code of Conduct (SCC) program 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. Duties include processing and updating, new student files. Responsible for all required forms to be initiated for each individual student folder and placement in the appropriate file or program, to include processing current photograph using current digital software. May revise, sort, calculate, and retrieve data from specified electronic records for reports. Maintains and accurately updates file system to enable quick and efficient retrieval of information. Makes travel arrangements. Performs duties of center receptionist in the main Administration office or medical department. Responsible for answering phones and directing calls; handling incoming and outgoing mail distributing to correct destination. SKILLS Knowledge of various office automation software/database programs, Microsoft Word and Excel, etc. Skill in processing procedures and function keys to execute	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)

	basic office automation functions such as storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, printing standardized paragraphs from a glossary, producing letters, entering data into a predefined spreadsheet or database, retrieving data from specified electronic records, and transmitting and receiving electronic mail. Knowledge of database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports. Work requires varied and numerous steps. Administrative duties involve formats and specific processing functions involve varying number and sequence of steps and use of different functions from one assignment to another. Work is primarily sedentary, with long periods of sitting, but may require walking, bending, standing, and/or carrying of light items such as files and manuals.		
Social Services Assistant (SSA)	The duties of the Social Services Assistant (SSA) include assisting students and government employees in understanding the relevance 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) and/or the Student Code of Conduct (SCC). Observes and reports social, behavioral, or disciplinary problems to supervisor. Ensures student compliance with safety rules and regulations in living and working situations. Assigns individual duties by establishing student work rosters on a rotating basis and ensuring that students adhere to assigned tasks. Provides leadership and direction to students in performing daily housekeeping duties, work details, physical training, recreation, hygiene, etc. Knowledge Required by the Position: General knowledge of the basic rules, regulations, and practices of the Center program to properly assist in carrying out student activities. Skill in communicating effectively with students to be able to answer questions and provide information, inspections, and counsel. Skill in maintaining order and recognizing social, behavioral or disciplinary problems to be able to promote harmony among students and obtain help for complicated problems. Basic knowledge of and utilization of various Job Corps related databases and software in order to perform and process work assignments.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	High School Diploma or High School Equivalency Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Recreational Aide	The Recreational Aide position assists in providing leadership and guidance to students in a group living environment and provides practical guidance to students. This position assists students 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 healthy habits for stress relief, employability, and skills for workplace success.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)

	Participates in the Behavior Management System (BMS) and/or the Student Code of Conduct (SCC) program as necessary to ensure proper workplace/community conduct, appearance, and behavior. Provides on-site oversight of recreational activities to students with various skill levels and backgrounds. Ensures a safe, healthy atmosphere for all students performing recreational and physical fitness activities. Ensures that self-directed activities are carried out in accordance with the recreational plans. Identifies and recommends changes to processes and/or procedures in order to have full participation by students. Schedules, coordinates, and supervises recurring group activities; such as, basketball, volleyball, softball, including making reservations, arranging transportation, and other related arrangements and providing information concerning these activities based on overall recreation program plans. Identifies and recommends changes or modification to the recreation and physical fitness program. Meets with students to discuss day-to-day problems encountered in recreational and physical fitness activities. Gives practical advice and guidance to students and proposes solutions to routine problems without imposing personal values. Ensures that facilities are properly prepared, including need equipment and supplies are on-hand for schedules activities. Operates government vehicles to transport student to and from off-site activities. Makes reservations, collects payments, and distributes information concerning games and activities. Responsible for ensuring students are aware of safety requirements concerning the activities, facilities, and equipment. Ensures compliance with and enforcement of all safety rules and regulations. Submits monthly recreation and other reports as required. Ability to communicate effectively with students to be able to address and answer questions to provide information, inspections, and counsel. Skill in maintaining order and recognizing social, behavioral or disciplinary problems to be able to promote harmony among students and obtain help for complicated problems from center staff. Instruct students on good sportsmanship, team cooperation, and group activities for health student interaction skills. The Recreation Aide uses initiative in carrying out recurring assignments independently without specific instruction from center staff. Interactions with students require a high degree of interpersonal skill and the ability to navigate possible hostile exchanges with professionalism and a calm demeanor. Must be able to encourage participation and responsiveness to the program with students who may be resistant to leadership or direction. The position may require extreme physical exertion when participating in group sports or instructing students on proper activity engagement techniques. Position requires periods of sitting, standing, walking, and running in both indoor and outdoor environments.		
Supply Technician	The Supply Technician is responsible for the management of material, supplies, equipment, and services required for Center operations and to make recommendations to maintain adequate supply levels. Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard: Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. Examines stock to verify conformance to specifications. Stores articles in bins, on floor, or on shelves, according to	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Forklift Certification Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov

	identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. Applies a thorough knowledge of supply regulations, policies, procedures, and instructions applicable to the procurement and management of equipment, property, supplies, and services required. Makes recommendations on effective warehouse operations and any subordinate facilities. Determines proper storage methods to prevent misuse, abuse, theft, protection against the elements and vandalism of all supplies, equipment, and property. Conducts periodic inventories, reconciles and prepares inventory adjustments for discrepancies disclosed by physical inventories and transfers between accounts. Utilizes automated systems such as PMIS/PROP database for data entry, reports retrieval, error correction, and searching for specific records. Determines cause of error, requests disposition for discrepant material, provides close-out response to customer and updates the system. Responsible for the control, accurate recording, security and identification of all property. Responsible for management and control of excess equipment, proper storage, identification and reporting to appropriate officials for cataloging and custody transfers. Maintains individual clothing records for all Center students.		This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)
Waste Water Treatment Operator	This position is located on a Forest Service Job Corps Civilian Conservation Center. The contractor is responsible for the operation of the primary and secondary sewage disposal plant equipment used to collect, treat, and dispose of waterborne domestic waste, and related domestic water system. Responsible for providing pretreatment, primary treatment, and secondary treatment of influent and effluent. Collects water samples and performs extensive tests in order to determine biochemical oxygen demand, suspended and dissolved solids, and dissolved oxygen and acidity. Based upon the results of performed tests the operator will increase or decrease chemical agents; adjusting the rate of flow and amount of chemicals to be fed into the system. Adjusts and regulates automatic and manually controlled equipment to insure maximum operating efficiency. Prepares standardized reports recording test results in accordance with federal, state, and municipal regulations. Uses a thorough knowledge of the secondary filtration processes and equipment such as biological filters, oil separators, holding tanks, sand filters, aeration tanks, and oxidation ponds ensuring compliance with state, federal and municipal regulations prior to discharge in wastewater systems or other water sources such as lakes and rivers. Performs preventive inspection and maintenance on chemical feeders, chlorinators and other equipment. Maintains stand-by emergency generator. Calibrates, adjusts and cleans chemical equipment. Inspects sewage systems and makes recommendation for pumping and maintenance of systems. Skill and ability to perform minor maintenance and repairs such as adjusting packing glands, repacking valves, and replacing valves, basic gauges, chemical feed machines and chlorinators.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov

Maintenance Worker	The Maintenance Worker position requires skills and knowledge at maintaining residential facilities including plumbing, electrical, HVAC etc. as well as knowledge and ability to run equipment i.e. backhoes, skid steers, forklifts, and trailer towing. Must have basic computer skills for checking assigned tasks. Working knowledge of combustion, heat transfer principles, and fuel characters. Knowledge and skills in the use of basic carpentry trade practices and techniques. Ability and accurate skill in the use of tapes, rulers and squares, and various shop tools and common power tools. Grounds maintenance may include the application of chemicals, and repair of irrigation systems. Operates vehicles up to a 1-ton capacity in performance of duties. Assists in winter snow removal and operation of snowplow and salter machine. Assignments involve the uses of knowledge, skills and judgment in performing complex functions that varies with the task. The work involves identifying and analyzing conditions. Work requires considerable standing, bending, walking, lifting, stooping, stretching, and carrying of items or equipment more than 45 lbs. Work is performed throughout dormitories and other Centers facilities. Work performed requires normal safety precautions as outline by OSHA.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	See PRH for specific requirements. Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov
Cook	The Cook is responsible for preparing and cooking a wide variety of food based on government policy and recipes serviced both hot or cold, food is handled and stored food in a clean and sanitary environment according to all applicable food safety laws and regulations. The Cook controls and manages the stock levels of food and supplies, promote standards of conduct which are expected and accepted in the workplace and participates in the BMS as necessary to ensure proper workplace appearance, professionalism, and behavior. Performance requires that the cook prepares and cooks items that require complex techniques and/or multiple preparation steps including specialty sauces, soups, stocks etc. from scratch without the use of packaged mixes. Skills include roasting, broiling, baking, frying, boiling, steaming, stewing meats, fish, and poultry and prepping, slicing, grinding, and cutting food items. Prepares fresh fruits and vegetables for cooking. Must of knowledge of cooking foods in large quantities and adjusting recipes for quantities needed on fluctuating servings required and planning the cooking process to complete meals. Duties include maintaining proper temperatures as required by standard food safety limits and properly presenting food in an appetizing manner, operating, cleaning, and maintaining standard kitchen equipment. Reviewing food handling and sanitation requirements and directives to ensure proper procedures are followed by kitchen staff. Cleaning and storing utensils, pots and pans and any other cooking tools and equipment. Work may include standing, walking, stooping, bending, kneeling, climbing, and crawling. May require lifting objects 20-50 lbs. and on occasion more than 50 lbs.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov
Driver/Bus Driver	The Driver is responsible for operating motor vehicles with a gross vehicle weight of 10,000 pounds and up to 26,000 pounds to include passenger shuttle vans (10-20 passenger capacity), cargo vans and 30-40 passenger buses. These vehicles may be equipped with air brakes. Vehicles are driven for long and short distances to transport and pick-up articles, supplies, materials, and passengers. Vehicles are sometimes driven through congested areas where drivers must exercise caution when backing to load or unload at docks, ramps, or similar locations. Driver assures that cargo is properly located, distributed, and secured, and that vehicle is not loaded beyond capacity. On occasion may operate special equipment such as manual winches and tie- downs.	Refer to PRH for specific education requirements for this category. https://prh.jobcorps.gov	Requires applicable state driver's license, and/or a CDL Refer to PRH for specific requirements for this category. https://prh.jobcorps.gov This position will need to be able to drive students in Government vehicles. (See instructions below training table 7.18.4)

	Driver is responsible for enforcing all safety rules and regulations in accordance with existing Forest Service and OSHA requirements related to personnel, facilities, and equipment. Driver must meet OSHA safety requirements applicable to Contractor and Government furnished equipment. Regular monitor the assigned areas for safety hazards and submit work orders for any needed repairs or maintenance. Operates government vehicles to transport students to and from off-site activities.		