

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT # 16-209  
(TIME LIMITED POSITION)**

**OPENING DATE:** 11 Oct 16    **CLOSING DATE:** 25 Oct 16    **AGENCY:** 5701    **PIN:** 584

**POSITION:** SR FAMILY READINESS SUPPORT ASSISTANT

**STARTING SALARY:** \$40,890.84

**LOCATION OF POSITION:** MS Military Department, 1410 Riverside Drive, Jackson, MS 39202

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6146    DSN: 293-6146

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.  
**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's Degree from an accredited college or university, Emphasis in Family Counseling, Human Resources, Behavioral Counseling or related Social Work field and a minimum of three (3) years of related experience.

**OR**

2. Graduation from a standard (4) year high school or equivalent GED and five (5) years directly related experience.
3. Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
4. Must have a valid state Driver's License. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
5. Ability to communicate ideas effectively, both orally and in writing.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Serve as Lead Family Readiness Support Assistant under the direction of the State Family Program Director to assist unit Commanders with plans and execution of Family Readiness and resiliency requirements.
2. Provide assistance in the development and implementation of the Commander's Family Readiness Program to include well-being for Soldiers, Families, and dependents during all phases of the Army's training and deployment cycles.
3. Provide training, hands-on assistance, and information to subordinate unit commanders and unit support.
4. Maintain effective communication with Family Readiness Groups and volunteers.
5. Create and maintain as Service Member and Family database which includes multiple contact numbers, location of family members in the Continental United States (CONUS) and outside CONUS (OCONUS).
6. Provides assistance to Rear Detachment Commanders (RDC) in identifying and follow-up on Family Program issues, individual augmentees, Solider Rest & Relaxation leave, solider emergency leave, and medical holds/issues.
7. Plan, develop, and implement unit level Deployment Cycle Support Program training and activities in order to build and maintain Family Readiness and Resilience.
8. Work closely with the State Family Program Director in the execution of the State Family Readiness Training/Deployment Cycle Support Programs, Family Program databases, FSRA reporting and FSRA management.
9. Performs other duties as assigned.

**AREA OF CONSIDERATION: RESTRICTED TO ON-BOARD MILITARY DEPARTMENT EMPLOYEES.**

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature.

All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.**