



NGEEP Program Specialist Ohio National Guard

1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of Program Specialist for Sygnetics, Inc. in support of the National Guard Employment Enhancement Program (NGEEP) Contract for Ohio Army National Guard – Contract Number GS-15F-0047M / Order Number W91364-15-F-0117.

2.0 FUNCTIONAL ROLE

The NGEEP Specialist will coordinate and request assignment of designated Family Assistance Specialist (FAS) and Family Readiness Support Assistant (FRSA) to support the unemployed or underemployed personnel within the Ohio National Guard.

3.0 REQUIREMENTS

- Bachelors Degree and three years of related experience in education, counseling, workforce programs, human resource coordination, project facilitation, social services, or other related field.
- Possess additional Army/Air Guard experience directly related to the requirements of the PWS, and a working understanding of the position functions.
- Have sufficient knowledge to perform the work of the position described in the PWS.
- Must be able to fluently read, write, speak, and understand
- English.
- Will be able to use technology in the performance of duties, such as: Microsoft Office, digital cameras, NGB Joint Service System Website, State and Territory Websites to include Active and Reserve Component information.

4.0 REPORTING RELATIONSHIP

The NGEEP Specialist reports to the NGEEP Coordinator.

5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- Serve as a team member and advisor on all employment issues, to include job skill training, employer outreach, Dept of Labor Veteran Outreach and successful reintegration into the career market following a deployment.
- Support Deployment Cycle Employment Branch by providing support and coordination of all Employment Programs, to include all Brigades and Wings for the Ohio National Guard.
- Facilitate a National Guard Employment Enhancement Program by utilizing employment websites and job fairs.
- As part of the DOD Yellow Ribbon Program Recruit Employers to attend Reintegration Events.



NGEEP Program Specialist Ohio National Guard

- Collaborate with the civilian employment opportunities through OH DOL Workforce Development, Job Connection Education Program (JCEP), Employer Support of the Guard and Reserve (ESGR), Heroes to Hired (H2H), Paychecks for Patriots, Employer Partnership of the Armed Forces (EPAF), Civilian Employment Information (CEI) reporting, and VOW Act.
- Develop, gather and organize employment opportunities and Job Fair information within the state.
- Interpret Service Member Career Assessments to identify additional job training requirements.
- Develop and provide employment survey to all Service Members who are within 90 days of returning from deployment.
- Work alongside Regional FASs to share Employment information and opportunities with Family members seeking employment.
- Maintain records to compile and analyze statistical data to create reports of personnel relation information as a metric for job placement, educational/job skill training and Veteran Friendly Employers.