

VACANCY ANNOUNCEMENT

SITE LEAD – FULL-TIME

LOCATION: Camp Casey, Korea | **REQUISITION NUMBER:** 2021-003

GBX Consultants, Inc. is accepting resumes for a **full-time** Site Lead. The Site Lead's primary role is to conduct workshops and provide on-on-one individualized engagements with separating and retiring military personnel and their spouses who are transitioning from the US military in order to enable transitioning service members to make informed decisions regarding the use of VA benefits. The Site Lead is responsible for oversight and mentorship of personnel at a specific installation. The Site Lead is also responsible for the execution of contract-related daily operations of the site in addition to conducting ongoing quality evaluations of the Benefits Advisors (as requested) to assist with maintaining a high quality and effective program.

OPENING DATE: January 14, 2021

REQUISITION NUMBER: 2021-003

STARTING DATE: November 2021

CATEGORY: Full-Time

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversee the delivery of all events at assigned installation and any assigned itinerant locations.
- Assign personnel to various events to ensure 100% coverage of all Service requests for group and individual services.
- Ensure Benefits Advisors are available for office hours to assist individual transitioning Service members, their family members, and Veterans.
- Manage logistics and travel requirements for assigned installation and any assigned itinerant locations.
- Collect and report on day-to-day events and activities.
- Monitor day-to-day operations and report performance or quality assurance issues to the operations chain of command.
- Identify, schedule, and conduct outreach events to increase awareness of the program.
- Provide mentorship and coaching to the Benefits Advisors at assigned location. In addition to mentorship, Site Leads will be responsible for conducting ongoing quality evaluations of the Benefits Advisors to assist with maintaining a high quality and effective program.
- Execute risk and issue management activities at assigned installation.
- Execute order review and inventory management activities at assigned installation.
- Participate in leadership teleconferences/virtual meetings, as required.
- Lead Site Lead meetings with staff and other installation points of contact, as required.
- Inform installation staff about new policies, procedures, and operational guidance.
- Create and sustain a participatory environment while guiding service members/dependents to achieve learning objectives and appropriate/useful outcomes.
- Deliver one-hour and one-day briefings to transitioning service members that cover critical benefits including education, compensation, pension, vocational rehabilitation and employment, home loan guaranty, insurance, burial benefits, health care, and information and demonstrations on electronic tools and resources.
- Follow established procedures on setting up and breaking down briefing rooms, preparing materials for participants, and preparing and securing any required electronic equipment.
- Facilitate individualized discussions with service members to further explain the benefits and services that may be available, assist with finding answers to questions related to filing claims or applications, and accept a completed application for Chapter 36 or Chapter 31 benefits.
- Refer service members to contacts and assist in making appropriate connections to that service.
- Provide in-person support, if requested, during or immediately following a pre-separation counseling session, during Capstone events, or to facilitate a warm handover.
- Attend training sessions, as required per program requirements.
- Complete course required documentation including, but not limited to, attendance reports, evaluation forms, and other workshop reports.

QUALIFICATIONS

- Bachelor's degree or 5-7 years' equivalent work/military experience in the areas of Training, Education, Career Counseling or Human Resources.
- Outstanding written and oral communication skills.
- Must be keen observer of behavior and interpreter of non-verbal language, have excellent listening skills, possess an innate sensitivity to unspoken needs and be acutely attuned in gauging the comfort of all participants.
- Must be able to demonstrate an interactive, dynamic, and energetic training style necessary to engage the military audience in job search training activities.
- Ability to adjust teaching style to meet needs of participants.
- Ability to read applications and government forms.
- Ability to learn information in a rapid timeframe.
- Knowledge of the military and experience working with military clients is strongly preferred.
- Must successfully complete a two and a half week standards-based training course. Successful course completion includes passing a written test and an oral presentation.
- Must be able to pass a personal background check.
- Flexibility to travel up to 50% to other military bases to deliver workshop, if needed.
- Must be able to use a wide range of adult learning and group facilitation techniques including interactive/collaborative sessions.
- Able to maintain fluency on all benefits and programs in the contract area.
- Able to provide post-briefing assistance services related to benefits/programs.
- Must Meet SOFA Requirements for the area.

TO BE CONSIDERED FOR THIS POSITION, PLEASE EMAIL [ONLY YOUR RESUME AND COVER LETTER \(ANY OTHER DOCUMENTS SUBMITTED WILL NOT BE EVALUATED\)](mailto:CAREERS@GBXCONSULTANTS.COM) TO CAREERS@GBXCONSULTANTS.COM

PLEASE INDICATE THE REQUISITION NUMBER IN THE SUBJECT LINE OF YOUR EMAIL.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. EOE/Minorities/Females/Vet/Disabled