

VACANCY ANNOUNCEMENT

BENEFITS ADVISOR – FULL-TIME

LOCATION: Fort Stewart, Georgia – Multiple Locations | **REQUISITION NUMBER:** 2021-149

GBX Consultants, Inc. is accepting resumes for a **Full-Time** Benefits Advisor. This position is designated as a Service Contract Act position. The Benefits Advisor's primary role is to conduct workshops and provide one-on-one engagements with separating and retiring military personnel and their spouses who are transitioning from the US military. The goal is to enable transitioning service members to make informed decisions regarding the use of VA benefits.

This position is open to all interested candidates who meet the minimum requirements.

OPENING DATE: December 27, 2021

STARTING DATE: January 27, 2021

LOCATION: Fort Stewart, Georgia

CATEGORY: Full-Time, Service Contract Act

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Deliver one-hour and one-day courses to transitioning service members that cover critical VA benefits including education, compensation, pension, vocational rehabilitation and employment, home loan guaranty, insurance, burial benefits, VA health care, and information and demonstrations on VA electronic tools and resources.
- Follow established procedures on setting up and breaking down course 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 VA claims or applications, and accept a completed application for Chapter 36 or Chapter 31 benefits.
- Refer service members to VA contacts and assist in making appropriate connections to that service.
- Provide in-person support, if requested, from the military service Transition Assistance Program (TAP) manager 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 3 years' equivalent work/military experience in the areas of Training, Education, Career Counseling or Human Resources.
- Experience delivering workshops to military audiences preferred.
- 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 standards-based VA Basic Benefits Advisor 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 training.
- Must be able to use a wide range of adult learning and group facilitation techniques including PowerPoint presentations and interactive/collaborative sessions.
- Able to maintain fluency on all benefits and programs in the contract area.
- Able to provide post-course assistance services related to benefits/programs.

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

PLEASE IDENTIFY THE MILITARY INSTALLATION NEAREST YOUR LOCATION.

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