

Title: Social Services Assistant, GS-0186-05 N

Tour of Duty: Temporary Intermittent, NTE 1039 hours. Based on the needs of the Center, tour of duty may include all AM/PM shifts including holidays and weekends.

Brief Description of Duties: Provides information, advice, and counsel to group living residents. Perform other duties as assigned.

Basic Qualification Requirements: Ability to provide information, instruction, advice, or counsel. Ability to plan and organize work. Knowledge of clerical practices in support of program operations. Ability to establish and maintain effective relationships in a group living environment. Knowledge of group living program activities. Ability to communicate other than in writing. Knowledge of laws, rules and regulations to maintain Commercial Drivers License (CDL) to perform driving duties. Ability to work with a diverse population.

Duty Station Specifics: Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students. The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is *To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.*

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brickmasonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) housing 56 students each, comprise the living quarters on Center.

Community Information: Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants,

