



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Req. #: 9219BR  
10 Opportunity Drive  
Denison, IA 51442  
Position Title: FT Recreation Specialist Base Rate: \$11.00 +  
w/ full benefit package &  
\$400 sign on Bonus!  
Reports to: Supervisor, Recreation Department: Recreation

### **Positions Summary:**

Reports to the supervisor, recreation. Responsible for monitoring and directing students engaged in center-sponsored recreational activities on and off-center.

### **Essential Functions:**

1. Assist the supervisor, recreation in planning, implementing and coordinating a comprehensive and diversified program which will attract voluntary participation.
2. Organize and supervisor student participation in a variety of recreation / activities.
3. Conduct recreation classes and activities.
4. Transport students to off-center functions.
5. Chaperone students to center recreation functions.
6. Assist in the development of the new enrollee RAP Program.
7. Supervise, train and monitor student recreation aides.
8. Support and promote CDSS.
9. Participate in student employability programs and activities.
10. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
11. Maintain accountability of students and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

High school diploma or equivalent and one year recreation experience. Experience with youth, excellent written and verbal communication skills and computer proficiency required. Valid commercial driver's license with an acceptable driving record. Or obtain within 90 days of hire.

Interested and qualified candidates may apply at their local Workforce Development Center, on center or apply online at [www.mtcjobs.com](http://www.mtcjobs.com). OR contact human resources @ 712-265-2378 to schedule a time to come in for assistance.

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Human  
Resources



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9220BR  
Position Title: Licensed Practical Nurse (LPN) Salary: \$16.25  
(Full-Time)  
Reports to: Manager, Wellness Department: Wellness

### **Positions Summary:**

Reports to the manager, wellness center. Performs duties concerned with the care of the sick and injured, prevention of illness and promotion of good health.

### **Essential Functions:**

1. Render first aid treatment assist physician in treating serious accident or illness.
2. Treat minor injuries and illnesses according to doctor's instructions and maintain student health records.
3. Cleanse and dress wounds, operate emergency equipment and provide follow-up nursing care as required.
4. Prepare and administer specified medications and drugs and assist in developing programs to prevent or control diseases and accidents.
5. Conduct cursory medical exams during student's first 48 hours on center.
6. Direct students assigned to clinical experience in the center's wellness center facility.
7. Monitor students restricted to the infirmary.
8. Screen all medical and dental patients for center physician and/or dentist. Refer to dental programs for follow-up.
9. Conduct follow-up and organize activities to support wellness programs such as weight management programs and family planning program.
10. Take on-call on a rotating basis.
11. Ensure the department is well stocked with supplies. Restock supplies by staying within budget guidelines.
12. Promote and support the CDSS plan.
13. Participate in student employability programs and activities.
14. Support, promote and enforce the center's zero tolerance policies.
15. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
16. Maintain accountability of students and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

\*Valid nursing license in the state of employment and one year practical nursing experience. Experience with youth, excellent written and verbal communications skills and computer proficient required. Unless waived by management, valid driver's license with an acceptable driving record.

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**\$400 SIGN ON BONUS**



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016

TO: 10/20/2016

Center/Division: Denison Job Corps

Req. 9221BR

Position Title: On-Call Career Technical Instructor  
Health & Construction (Substitute)

Base: \$13.55-\$17.00

Reports to: Manager, Career Technical Training

Department: Career Technical Training

### **Positions Summary:**

Reports to the manager, career technical training. Responsible for providing career technical instruction to students in accordance with approved curricula in compliance with government and management directives.

### **Essential Functions:**

1. Provide basic training and higher level technical reading, writing and applied math instruction and assessment.
2. Provide explicit instruction in study skills and employment readiness by motivation and counseling students in areas of behavior, training, personal problems and/or study habits.
3. Coordinate with counselors and other staff as necessary to resolve issues affecting student training.
4. Provide instruction in technical knowledge and skills for the assigned career training program, including the use of project based learning such as career technical skills (CTST) training when applicable.
5. Assist in the planning and implementation of CTST projects as applicable. Provide supervision enrollees assigned to CTST projects or other center career technical training projects.
6. Control use of equipment and supplies; make minor repairs; recommend purchases.
7. Select, develop implement instructional materials that align with technical training, key academic and career success standards.
8. Independently and collaboratively develop and prepare lessons plans utilizing evidence-based teaching and learning strategies.
9. Administer and correct tests; maintain progress and attendance reports.
10. Complete performance evaluations for all assigned students and participate on performance evaluation panel.
11. Participate in student employability programs and activities.
12. Document student progress on training achievement records as required by procedures.
13. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
14. Promote the development of positive career success standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
15. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

Construction: High school diploma and three years related work experience.

Health: Certified, licensed or accredited in the state in which the center is located or accredited by a professional trade association. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Unless waived by management, valid driver's license with an acceptable driving record.

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**MANAGEMENT & TRAINING CORPORATION  
JOB ANNOUNCEMENT**

\* Posting Dates: 9/20/2016 To: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9223BR  
Position Title: Day Care Specialist Hourly Rate: \$10.15  
On Call  
Reports To: Manager, Solo Parent Program Department: Solo Parent Program

**Positions Summary:**

Reports to the manager, solo parent program. Responsible for coordinating activities in a designated unit of children in compliance with government and management directives.

**Essential Functions:**

1. Organize, provide and lead activities for children ages six weeks to twelve developing self-esteem and positive self-image. Encourage the development of positive social interaction skills, creative expression and communication skills, large and small motor skills and intellectual growth.
2. Hold regular parent/teacher conferences every three months to discuss each child's individual progress of physical emotional, social and mental growth. Document the child's development with a copy retained in the child's file.
3. Keep working area and children in clean and neat condition at all times.
4. Make simple games and toys and perform minor repairs.
5. Comply with safety and health regulations at all times.
6. Feed bottles, baby food, snacks and meals to children as directed.
7. Participate in student employability programs and activities.
8. Support and promote center zero tolerances policies.
9. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
10. Maintain accountability of students, children and property.
11. Maintain an open positive relationship with parents so they can approach you with questions concerning their children.
12. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
13. Attend all required center training.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management

**Education and Experience Requirements:**

High School diploma or equivalent and one year teaching experience or a supervised practicum in licensed child care centers enrolling infants or toddlers; or licensed practical nurse and six months experience in pediatrics or in a licensed child care center working with infants and toddlers; or a child development associate credential in infant/toddler care. Must hold current health certificate in the state of employment or receive one within 30 days of hire. Must pass all Iowa State Department of Human Services criteria pertaining to health history, personal behavior and police records. Must be currently certified in Module A (adult) and Module D (infant/child) CPR and safety and first aid. Unless waived by management, valid driver's license with an acceptable driving record.

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**SIGN-ON BONUS \$400.00**



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

Posting Dates: 9/20/2016 To: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9224BR  
10 Opportunity Drive  
Denison, IA 51442  
Position Title: Vehicle Operator Hourly Rate: \$11.00 per hour  
24 hour week  
Reports to: Manager, Safety & Security Department: Safety & Security

### **Positions Summary:**

Reports to the manager, Safety & Security. Operates vehicles for purpose of transporting passengers, assists with custodial maintenance functions and ensure the safety of students, property and grounds as required. Responsible for keeping vehicles in a clean and orderly condition.

### **Essential Functions:**

1. Operate light trucks, buses and passenger vehicles; transport passengers and / or packages. Ensure adherence to established schedules.
2. Maintain vehicles for routine service, clean vehicles, check fluid levels.
3. Perform routine vehicle equipment inspection, including lights, brakes, mirrors, steering and other required operating equipment; recommend mechanical repairs as needed.
4. Assign center vehicle for student transportation and staff official business including dispensing of fuel and oil and arrange for vehicles repair or replacement.
5. Promote and support the center-wide development of the career development services systems plan.
6. Perform administrative functions such as maintaining security / transportation logs and overseeing the switchboard.
7. Perform parking and traffic control duties; check identification of personnel, students and visitors seeking entrance to of exit from grounds and permit or deny entrance or exit according to policies and procedures.
8. Participate in student employability programs and activities.
9. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
10. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
11. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

High school diploma or equivalent and one year experience as a licensed driver. A general knowledge of maintenance / repair. One year experience with an organized police/security department or firefighting organization preferred. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Valid commercial driver's license (obtain within 90 days of hire) with an acceptable driving record.

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Interested and qualified candidates may apply online @ [www.mtcjobs.com](http://www.mtcjobs.com) or visit your local Iowa workforce development center. Any questions please contact the Center's human resources manager @ 712-265-2378.

**SIGN-ON BONUS \$400**



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9225BR  
Position Title: TEAP Specialist Base Pay: 16.00-18.00 / hour  
Drug/Alcohol Specialist  
(18 Hrs per week)  
Reports to: Manager, Wellness Department: Wellness

### **Positions Summary:**

Reports to the manager, wellness center. Responsible for the implementation and maintenance of an effective trainee employee assistance program (TEAP) with emphasis placed on drug and alcohol abuse awareness, prevention, staff training and networking with community resources in compliance with government and management directives.

### **Essential Functions:**

1. Assist in developing and revising standard operating procedures (SOPS) to be in agreement with the zero tolerance policy. SOPs should be reviewed at least annually.
2. Participate in career preparation period and be responsible for the explanation of the zero tolerance policy and instruct the TEAP portion of the health & wellness class to all new students.
3. Conduct an assessment on students who test positive for drug use on entry. Develop and implement a reasonable plan of assistance toward compliance with the zero tolerance drug policy, including individual or group counseling and referral to the center mental health consultant as appropriate.
4. Notify students who test positive for drug use immediately upon receipt of test results. If a student is a minor, the TEAP specialist should notify parents / guardians of positive test results and planned course of action.
5. Review and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to students. Prepare related reports.
6. Maintain thorough documentation of notifications, reasonable assistance and final disposition of all biochemical testing results.
7. Establish on-center group counseling services for students who want assistance in staying alcohol/drug free.
8. Develop and implement TEAP prevention group programs.
9. Provide counseling, as stipulated by the Behavior Review Board, for students who violate rules regarding alcohol or inhalant use.
10. Deliver training to all staff members regarding the zero tolerance drug policy as required in the policy requirements handbook.
11. Conduct follow-up meetings and activities as designed for the smoking cessation program.
12. Provide training to staff in the recognition and follow-up of signs and symptoms of alcohol, drug and inhalant use.
13. Network with all center staff to support zero tolerance activities. Assist recreation department staff to develop leisure time activities that reinforce an alcohol and drug free lifestyle.
14. Develop linkages with community resources for TEAP services.
15. Ensure the documentation of all student assessments and plans are in student's medical records regarding TEAP problems.
16. Participate in student employability programs and activities.
17. Support and promote center zero tolerance policies.
18. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
19. Maintain accountability of students and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

Bachelor's degree in social work, counseling, psychology or related field and one year substance-related experience. Valid drug and alcohol certification. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Valid driver's license with an acceptable driving record.

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**MANAGEMENT & TRAINING CORPORATION  
JOB ANNOUNCEMENT**



\*Posting Date: 9/20/2016 To: 10/20/2016  
Center/Division: Denison Job Corps Job Req #: 9226BR  
Position Title: CTT - Pharmacy Tech Instructor Salary: \$28,184 - \$35,000  
1.0 FTE  
Reports to: Manager, Career Technical training Department: Career Technical Training

**Positions Summary:**

Reports to the manager, career technical training. Responsible for providing career technical instruction to students in accordance with approved curricula in compliance with government and management directives.

**Essential Functions:**

1. Provide students with career & technical training instruction in a safe and clean environment. .
2. Motivate and counseling students in areas of behavior, training, personal problems and/or study habits.
3. Develop and prepare training materials' recommend curricula changes and supplemental materials.
4. Participate on student evaluation panels, and on career mg.t team assessments.
5. Review and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to students. Prepare related reports.
6. Control use of equipment and supplies; make minor repairs; recommend purchases.
7. Administer and correct tests; maintain progress and attendance reports daily; report excused / unexcused absences.
8. Participate in providing hands on activities for students as part of the foundations and evening / weekend activities.
9. Participate in monthly and quarterly awards ceremonies and gradations; make learning fun.
10. Develop community linkages and volunteer mentors for career & technical training.
11. Develop career placement opportunities for graduates.
12. Develop state of the art training programs' advise on curricula and equipment upgrades.
13. In coordination with the BCL/WBL coordinator identify opportunities for advanced training, experiential learning roles, and employer internships.
14. Document student progress in CIS via case notes and other required entries.
15. Prepare statistical reports and corrective actions reports as necessary to achieve positive results.
16. Provide positive, quality customer services for both dependent and independent learners leading to trade completion.
17. Support, promote and enforce the Job Corps' Zero Tolerance Policy. .
18. Promote the development of positive career success standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
19. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned with in his / her capabilities as determined by management.

**Educations and experience requirements:**

Certified licensed or accredited in the state in which the center is located or accredited by a professional trade association. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Unless waived by management, valid drivers license with an acceptable driving record.

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***\$400 SIGN ON BONUS***



**MANAGEMENT & TRAINING CORPORATION  
JOB ANNOUNCEMENT**

\*Posting Dates: 9/20/2016 To: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9228BR  
Position Title: Manager, Academics Program Salary: \$47,000 – \$50,000  
Reports To: Director, Programs Department: Programs

**Positions Summary:**

Reports to the director, programs. Directly supervises the academic instructors, evening studies coordinator, driver education instructor and scheduling clerk. Responsible for the management of the academic programs during the career preparation and career development periods which includes HiSET, reading, math, communication skills, wellness, self-management, driver education, testing and other special educational programs in compliance with government and management directives.

**Essential Functions:**

1. Plan, coordinate and manage the administrative and programmatic activities of the department.
2. Provide staff training, evaluate staff performance and implement departmental changes as approved by the director, programs and coordinated with the manager, human resources prior to implementation.
3. Assist in the preparation of the departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.
4. Assist in development of new and revised policies and procedures affecting academic programs.
5. Review and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to students. Prepare related reports.
6. Provide personal, motivational and academic counseling to students. Supervise, recommend and participate in student guidance and counseling activities such as staff/student confrontations and individual student problems.
7. Provide orientation to academic programs for new students and staff.
8. Evaluate and develop curricula, instructional materials, methods and techniques.
9. Supervise student testing/evaluation.
10. Maintain liaison with local, state and regional educational agencies.
11. Assist in organizing awards assemblies.
12. Coordinate with other departments regarding academic program activities, problem solving and interdepartmental programs.
13. Assist in and evaluate instructor participation in performance evaluations. Evaluate instructor performance assessments of students.
14. Develop and ensure adherence to the center's career development services system plan.
15. Participate in student employability programs and activities.
16. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
17. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
18. Maintain accountability of students and property; adhere to safety practices.
19. Coordinate and manage the Evening Studies Program to provide structured evening activities to enrich student learning of academic and career technical skills.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

**Education Experience Requirements**

Bachelor's degree in education or associated field and three years related experience, one of which should be in a supervisory capacity. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Valid driver's license with an acceptable driving record.

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## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

Posting Dates:	<u>9/20/2016</u>	*TO:	<u>10/20/2016</u>
Center/Division:	Denison Job Corps	Job Bid:	9229BR
Position Title:	1.0 Academic Instructor (Full time w/ benefits)	Salary Rate:	<u>\$33,000+</u>
Reports to:	Manager, Academics	Department:	Academics

### **Positions Summary:**

Reports to the manager, academic programs. Responsible for providing academic instruction to students in accordance with approved curricula in compliance with government and management directives.

### **Essential Functions:**

1. Provide instruction in key academic and career success standards.
2. Provide basic and higher level reading, writing and applied math instruction and assessment.
3. Provide explicit instruction in study skills and employment readiness by motivating and counseling students in areas of behavior, training, personal problems and/or study habits.
4. Coordinate with counselors and other staff as necessary to resolve issues affecting student's training.
5. Select, develop and implement instructional materials that align with key academic and career success standards.
6. Independently and collaboratively develop and prepare lessons plans utilizing evidence-based teaching and learning strategies.
7. Participate with students in volunteer activities.
8. Administer and correct tests; maintain progress and attendance reports.
9. Complete performance evaluations for all assigned students and participate on performance evaluation (PE) panels.
10. Support and promote center zero tolerance policies.
11. Promote the development of career success standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
12. Maintain accountability of students and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

Certified to teach in the state of Iowa or hold a valid out of state teaching credential. Certification in subject area preferred. Excellent written and verbal communication skills and computer proficiency required. Unless waived by management, a valid driver's license with an acceptable driving record.

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**SIGN ON BONUS \$400**



## MANAGEMENT & TRAINING CORPORATE JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9230BR  
Position Title: Dental Assistant Base Pay: \$15.00  
12 hrs/wk – Mon. & Weds.

Reports to: Manager, Wellness Department: Wellness

### **Positions Summary:**

Reports to the manager, wellness and subcontracted dentist. Prepares patients for examination and treatment.

### **Essential Functions:**

1. Assist dentist in performing services by preparing patients in chair and handling required instruments, equipment and dental plastics.
2. Sterilize instruments and keep office stocked with required supplies.
3. Arrange and maintain appointment schedule.
4. Keep records of patients.
5. Act as office receptionist as needed for wellness department.
6. Work with career preparation instructor to complete on going student training in the health education program.
7. Participate in student employability programs and activities.
8. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
9. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary, and monitoring both positive and negative behaviors through interventions.
10. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

\*High school diploma or equivalent and one year experience and / or training as a dental assistant. Must be currently certified as dental assistant (including radiology certification). Experience working with youth, excellent written and verbal communications skills and computer proficiency required. Valid driver's license with an acceptable driving record.

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***\$400 SIGN-ON BONUS***



## MANAGEMENT & TRAINING CORPORATE JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9231BR  
Position Title: Residential Advisor Base Pay: \$12.25 – 12.75  
(Full time)

Reports to: Manager, Residential Living Department: Residential

### **Positions Summary:**

Reports to the manager, residential living or designee. Responsible for providing proper guidance to students to ensure positive group living relations and achievements in the program.

### **Essential Functions:**

1. Provide guidance for students to achieve a positive attitude and proper behavior in dormitory living situation and to accomplish their goals and objectives.
2. Determine, recommend, and arrange student visits to counselor.
3. Direct dorm activities as designated including dorm government and dorm courts.
4. Patrol and monitor dormitories and center as required ensuring safety and proper behavior of students; resolve potential or occurring problems.
5. Assist with recreational activities for students on and off center.
6. Transport students to and from recreational functions.
7. Prepare the morning report; pass list and other administrative correspondence relating to students.
8. Direct students or assist in the cleanup and maintenance of the dormitory.
9. Recommend or requisition supplies to provide needs for dorm living and safety of students.
10. Conduct group sessions in accordance with the schedule. As assigned, participate in and conduct career preparation, career development and career transition activities.
11. Complete performance evaluations for all assigned students and participate on performance evaluation panels.
12. Provide for the special needs of the parents and children.
13. Participate in student employability programs and activities.
14. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
15. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary, and monitoring both positive and negative behaviors through interventions.
16. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

\*High school diploma or equivalent and one year experience in counseling, social work, child care, rehabilitation or vocational guidance. Experience working with youth, excellent written and verbal communications skills and computer proficiency required. Valid driver's license with an acceptable driving record.  
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***\$400 SIGN-ON BONUS***



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

Posting Dates: 9/20/2016 To: 10/20/2016  
Center/Division: Denison Job Corps Job Bid: 9232BR  
10 Opportunity Drive  
Denison, IA 51442  
Position Title: Security Officer Hourly Rate: \$11.00-12.50  
24 hours week  
Reports to: Supervisor, Safety & Security Department: Safety & Security

### **Positions Summary:**

Reports to the manager, safety & security. Ensure the safety and security of students, property and grounds as required.

### **Essential Functions:**

1. Operate light trucks, buses and passenger vehicles; transport passengers and / or packages. Ensure adherence to established schedules.
2. Perform administrative functions such as maintaining security / transportation logs and overseeing the switchboard.
3. Ensure the physical security of buildings and property by checking doors, windows, lights, electrical appliances, equipment, locks and emergency equipment, maintain log of findings and corrective action taken.
4. Perform parking and traffic control duties; check identification of personnel, students and visitors seeking entrance to of exit from grounds and permit or deny entrance or exit according to policies and procedures.
5. Respond to fire alarms; take necessary steps to report fires and reset fire alarm equipment.
6. Conduct safety inspections in conjunction with security rounds and monthly inspection of fire extinguishers, exit and emergency lighting.
7. Assist staff and law enforcement personnel in controlling disturbances; conduct preliminary investigation of crimes.
8. Participate in student employability programs and activities.
9. Support, promote and enforce the Job Corps' Zero Tolerance Policy.
10. Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
11. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

High school diploma or equivalent and one year experience as a licensed driver. A general knowledge of maintenance / repair. One year experience with an organized police/security department or firefighting organization preferred. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Valid commercial driver's license with an acceptable driving record.

*MTC/ Denison Job Corps Center is an equal opportunity employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.*

Interested and qualified candidates may apply online @ [www.mtcjobs.com](http://www.mtcjobs.com) or visit your local workforce development center. Any questions please contact the Center's human resources manager @ 712-265-2378.

**SIGN-ON BONUS \$400**



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Posting Dates: 9/20/2016 TO: 10/20/2016  
Center/Division: Denison Job Corps Job Req. #: 9234BR  
Position Title: Senior Security Officer Base: \$14+ per hour  
Full time w/benefits  
Reports to: Manager, Safety & Security Department: Safety & Security

### **Position Summary:**

Reports to the manager, safety & security. Performs security officer duties and provides direction to staff to protect life and property against theft, misappropriation, fire, flood or similar disaster.

### **Essential Functions:**

1. As directed by supervisor, assist in monitoring all security / transportation duties.
2. Ensure the physical security of buildings, center vehicles and property by checking doors, windows, lights, electrical appliances, equipment, locks and emergency equipment. Maintain log of findings and corrective action taken.
3. Advise and train subordinate personnel in security procedures.
4. Assist in transporting ill or injured for care as required.
5. Assist in reporting and handling fires and other natural disasters.
6. Ensure effective operation of intrusion alarm systems in buildings as required.
7. Assist staff and law enforcement personnel in controlling disturbances. Conduct preliminary investigation and submit accident reports.
8. Act as a liaison with neighboring law enforcement and fire agencies when necessary.
9. Perform administrative functions such as logs, incident reports, accident documentation and conduct investigations as directed.
10. Assure accountability of student check-out and check in proceedings by scheduling guard station coverage.
11. Provide positive, quality customer services to students, staff and other center customers.
12. Participate in student employability programs and activities.
13. Support and promote center zero tolerance policies.
14. Participate in career success standards programs and activities.
15. Promote the development of career success standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
16. Maintain accountability of students and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

High school diploma or equivalent with two years' experience in the security field. Excellent written and verbal communications skills and computer proficiency required. A valid commercial driver's license with an acceptable driving record.

*MTC/ Denison Job Corps Center is an equal opportunity employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.*

\*If you are interested and qualified, your bid/resume must be submitted to Human Resources by using the on-line website [www.mtcjobs.com](http://www.mtcjobs.com) by close of business on the above respective closing dates. Any questions please contact the centers Human Resources Manager @ 265-2378.

***\$400.00 Sign On Bonus!!!***