Military Personnel Services Corporation

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Falls Church, Virginia 22041
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Position Title:
ARNG BCT/BDE Family Readiness Support Assistants (FRSA) (Pilot Program)

Location: Numerous States and Territories
Salary: $36,000 Annual

Availability: For Immediate Placement

The ***Military Personnel Services Corporation (MPSC)*** is seeking qualified, trained and capable individuals to serve as Family Readiness Support Assistants for BCT/BDE Commands within the Army National Guard throughout the States and Territories. Family Readiness is a Commander's responsibility. The ARNG FRSA position is designed to provide the Commander with a family readiness program assistant to coordinate all aspects of the Command's Family Readiness Program. FRSAs assigned to the Commands will be formally supervised by the contract company, but will receive technical guidance and direction from the Commander or their representative.

Major responsibilities include (not all inclusive):

- Serve as Family Readiness Program Assistant for the Commander
- Provide assistance in development and implementation of Command's Family Readiness Program
- Serve as conduit for information and coordination for family matters within the Command
- Provide training and hands-on assistance on the Command's Family Readiness
- Coordinate all aspects of the Family Readiness Triad—assistance, support, and readiness
- Provide assistance to units and individuals to ensure accomplishment of all Deployment Cycle Support (DCS) tasks during the appropriate phase of the deployment cycle
- Identify individuals and families requiring monitoring, follow-up or referral and coordinate with the appropriate internal points of contact
- Provide assistance and training to Rear Detachment Commanders (RDC)
- Develop a post-deployment reunion and reintegration plan for the Command
- Coordinate with the state Employer Support of the Guard and Reserve point of contact on employer issues relative to Soldiers and Families within the Command
- Provide other deployment cycle support as required

Qualified candidates must have:

- Knowledge, experience, and skills in the area of military personnel and Family programs. Demonstrated working knowledge of military wellbeing programs, family programs, and deployment cycle support.
- Knowledge of the structure and operations of the Army National Guard
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), $50k Life Insurance Policy, and a comprehensive Health and Dental Plan.

Interested parties should submit resumes, via email, to **jmtipa@mpscrc.com** **AND** your State Family Program Point of Contact.

MPSC IS AN EQUAL OPPORTUNITY EMPLOYER