STATE OF NEW MEXICO
invites applications for the position of:

Cadre (DMA #10108412+)

SALARY: $12.61 - $21.95 Hourly
$26,228.80 - $45,656.00 Annually

JOB TYPE: Sponsored Term Funded Position
OPENING DATE: 01/21/16
CLOSING DATE: 05/22/16 11:59 PM
DEPARTMENT: Military Affairs
LOCATION: Roswell

JOB DESCRIPTION:
IMPORTANT NOTICE:
Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: Employment with the State of New Mexico

Purpose of Position:
The Cadre performs highly complex (senior-level) care and teaches living skills to Cadets in a residential environment. The New Mexico Youth Challenge Academy Cadre is responsible for the direct supervision of assigned Cadets participating in a voluntary residential military style academy. This position administers and teaches the Cadet disciplinary process, provides direct instruction in the program's eight core components and conducts Cadet physical training related exercises.

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.

THIS JOB POSTING MAY BE USED TO FILL MULTIPLE VACANCIES.

This position is a Pay Band 55.

CLASSIFICATION DESCRIPTION:
Community & Social Service Specialist Operational

MINIMUM QUALIFICATIONS:
High School diploma or GED and two (2) years of experience as a social or community coordinator and/or social worker assistant.

Employment Requirements:
N/A

Statutory Requirements:
N/A

SUPPLEMENTAL INFORMATION:
Benefits:
Do you know what Total Compensation is?
http://www.spo.state.nm.us/total-compensation.aspx

Working Conditions:
Work is performed in a fast-paced environment with at risk youth in a 24 hour 7 days a week environment that requires extended periods of sitting, standing, walking, lifting, and bending.

Conditions of Employment:
Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:
Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:
This position is not covered by a collective bargaining agreement.

Agency Contact Information:
Tina Sisneros, New Mexico Youth Challenge Academy Director, (575) 347-7603.

Link to Agency:
https://www.nm.ngb.army.mil/state/home/dma.htm

Applicant Help/How to Apply:
http://www.spo.state.nm.us/State_Employment.aspx

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.spo.state.nm.us

2600 Cerrillos Road
Santa Fe, NM 87505

Job #2016-00290
CADRE (DMA #10108412+)
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Cadre (DMA #10108412+) Supplemental Questionnaire

* 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

- ❑ Eighth Grade
- ❑ Tenth Grade

- ❑ High School Diploma or GED
- ❑ Associates Degree or Technical/Vocational Certificate
- ❑ Bachelors
- ❑ Masters
- ❑ Juris Doctorate
- ❑ Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate

* 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.

- ❑ None
- ❑ 3 months of experience
- ❑ 6 months of experience
- ❑ 1 year of experience
- ❑ 2 years of experience
- ❑ 3 years of experience
- ❑ 4 years of experience
- ❑ 5 years of experience
- ❑ 6 years of experience
- ❑ 7 years of experience
- ❑ 8 years of experience
- ❑ 9 years of experience
- ❑ 10 years of experience

* 3. Which best describes your level of proficiency with MicroSoft Office Suite?

- ❑ Beginner
- ❑ Intermediate
- ❑ Expert

* 4. G1093O690PS Do you have experience serving as a mentor to individuals?

- ❑ Yes
- ❑ No

* 5. G1099O-705 Do you have experience working with youth ages 16-18?

- ❑ Yes
- ❑ No

* 6. G1099O-705 Do you have experience providing motivational or team building instruction to individuals?

- ❑ Yes
- ❑ No

* 7. G1093O690PS Do you have experience providing training and guidance to individuals?

- ❑ Yes
- ❑ No

* 8. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection). I understand that my response to the

experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

❑ I understand

* Required Question