



Human Resources Consulting, Inc. (HRCI)
5563 Craftwood Drive
Antioch, TN 37013
www.hrciweb.com

Position Title: Army National Guard (ARNG) Family Assistance Center (FAC) Specialist

Location: San Jose, CA

Availability: Immediate

Salary: \$22,975 Annual (Part time – 20 hours per week)

Deadline for Application: September 28, 2012

Human Resources Consulting, Inc. (HRCI) is seeking qualified individuals to serve as Family Assistance Center (FAC) Specialist for the National Guard in San Jose, CA. The FAC Specialist will provide information, referral, outreach and support services to geographically dispersed Service Members and Families. Assistance is provided to all branches of the service regardless of duty status. Information and referral includes crisis intervention, legal, financial, TRICARE, ID Cards/DEERS, and community outreach resources. The FAC Specialist is supervised by the FAC Coordinator and FAC operations are under the technical guidance of the State Family Program Director (SFPD).

Major responsibilities include (not all inclusive)

- FAC Specialists shall provide information, assistance, referral, and follow-up services to Service members, Families and Survivors from all branches of service and components regarding pay/financial issues, military medical benefits, legal issues, ID Cards/DEERS enrollment, and a wide variety of other Family related issues. Assistance shall be available 24 hours a day, 7 days a week and follow-up shall occur within 72 hours of initial contact. All cases shall be documented in the Guard Family Management System (GFMS).
- FAC Specialists shall coordinate financial assistance from military, governmental and civilian organizations as needed to assist Service Members, Family members and Survivors experiencing financial hardships. This includes referral to appropriate offices, agencies and organizations.
- FAC Specialists shall develop and maintain a directory of resources, agencies and organizations that are available to assist Service Members, military Families and Survivors. Additionally Family Assistance Specialists shall keep abreast of research and policy/legislative changes impacting Service Members, Family members and Survivors.
- FAC Specialists shall provide advice and guidance to Family Readiness Groups (FRG's) as required by the SFPD. They shall assist the FRG in gathering, collating, maintaining and disseminating information and resources to Families.

Qualifications –

- Family Assistance Specialists shall have broad based knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as an understanding of the ARNG. The contract employee must demonstrate a working knowledge of military well-being programs, Family programs, and the deployment support cycle requirements.
- Contractor must be a self-starter and require minimum oversight.
- Contractors must be computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents. Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the organization. Contractors must have the ability to develop PowerPoint briefings as directed.
- Must have a current and valid driver's license.
- Must have ability to pass required background investigations, with a minimum NAC clearance.

This is a part-time position (20 hours per week) but will transition to full-time in February 2013. HRCI benefits are: 40 hours paid vacation/sick days, 10 paid holidays (4 hours per holiday).

Application Instructions: Local Point of Contact for this announcement is Steve Read. Interested parties should submit a cover letter, a current resume (no more than 2 pages), and an HRCI employment application as email attachments to werdmann@hrciweb.com and sread@mpscrc.com, **NLT 5:00 PM EDT on 28 September 2012. Email subject lines must read "San Jose CA FAC Specialist"**. Any resumes submitted after the deadline, or that do not follow the instructions above will not be accepted. Employment application can be obtained from the HRCI website.