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**Position:** Benefits Advisor/Junior

**Locations:**

Fort Campbell, Kentucky; Fort Drum, NY; Fort George G. Meade, MD; Fort Knox, KY; Joint Base Anacostia-Bolling, MD; Joint Base Andrews, MD; Fort Dix, NJ; Fort Bragg, NC; MCB Camp Lejeune, NC; MCAS New River, NC, NWS Charleston, SC

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**Summary of Position**

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Kent, Campa and Kate Inc. (KCK) is a federal contracting company that provides professional services to government agencies. We are currently looking for retired veterans, family members of active duty/veterans, or qualified candidate to fill a **Benefits Advisor/Junior** supporting the Department of Veterans Affairs (VA) Transition Assistance Program (TAP) in various locations.

**Position Description**

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**Support with advancing the ongoing implementation; sustainment and enhancement of TAP to ensure Service members and their families have the necessary tools and information to seamlessly transition into civilian life.** Serving as an instructor delivering established curriculum, training tools, and ensuring course content and delivery methods follow established training objectives.

**Duties and Responsibilities**

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- Provide all services on site, which may include telecommunications as necessary to support the Servicemember during the business hours established by the facility.
- Support transition outreach initiatives to create synergy between the transition from military service and achieving successful outcomes.
- Conduct and deliver VA Benefits I and II Briefings, which includes modules on education, compensation, pension, vocational rehabilitation, home loan guaranty, insurance, burial benefits, health care and cemetery benefits as well as demonstrations of VA electronic tools providing Servicemembers additional information regarding their benefits and services available to them
- VA Benefits I (estimated 4 hours) and Benefits II (estimated 2 hours) briefings to 100% of transitioning Servicemembers. The maximum class sizes are 50.
- Facilitate the Career Technical Training Track (CTTT), which includes instructing Servicemembers on how to complete licensing, certifications, and other education endeavors after transition. CTTT (estimated 2 days) is not mandatory for Servicemembers, however participation can include Servicemembers, spouses, Veterans, and dependents interested in identifying civilian occupations, establishing career goals, and learning about credentialing and vocational training programs. The maximum class size is 25.

Please upload resumes at KCK's website at [www.kckforvets.com](http://www.kckforvets.com) or email to [earlgray@kckforvets.com](mailto:earlgray@kckforvets.com) For additional information email [earlgray@kckforvets.com](mailto:earlgray@kckforvets.com) or call (703) 282-0767.



### **Required Qualifications**

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- Experience as an instructor in a structured environment.
- Utmost professionalism, superior customer services practices and knowledge/expertise to ensure a positive experience.
- Experience with training administration.
- Ability to effectively communicate orally and in writing, including speaking, reading, and writing English required.
- AA or AS degree and 5 years of experience as an instructor or 7 years of experience in a training environment in lieu of a degree

### **Additional Qualifications**

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- Experience in any branch of the military preferred
- Knowledge of the military environment preferred
- Favorable adjudication from the VA Security and Investigations Center (SIC)

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