



NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT

Vacancy Announcement Number	073-17
Job Title, PPlan, Series, & Grade	Supervisory Educator & Training Coordinator, NF-0101-04
Location	NAS Lemoore
Status	Full time W/Benefits
Rate of Pay	\$28.50 - \$31.00 per Hour (Includes Locality Pay)
Opening Date	24 July 2017
Closing Date	Open Until Filled; First Cut-Off Date: 31 July 2017
Who May Apply	All Sources – Relocation expenses not authorized

BRIEF DESCRIPTION OF DUTIES: This position is located at the NAS Lemoore Fleet and Family Support Center. This supervisory position may be responsible for management of the day-to-day operations and is responsible for overseeing the development and delivery of non-clinical programs and services across the FFSC. The incumbent works closely with the Clinical Supervisor and FFSC Director regarding clinical and administrative program coverage and personnel matters, and regarding administrative operations. The position oversees the following specific program areas and assigned staff: Information and Referral (I&R), Relocation Assistance Program (RAP), Ombudsman and Deployment Support, Personal Financial Management (PFM), Family Employment Readiness Program (FERP), Transition Assistant Management Program (TAMP), Life Skills Education and Retired Activities Office (RAO). The position reports to the FFSC Director for general direction and to identify problem areas and proposed solutions but is highly independent in the performance of duties. The incumbent must be able to instantly assess and respond appropriately and conscientiously to crisis situations to include family violence and suicide risk and to make knowledgeable and accurate judgment in providing hands on assistance or additional self-help resources. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- Must have a Bachelor's Degree in business/organization management, education, social work, psychology, or human service discipline or combination of supervisory and management experience in social service setting. i.e., 3 years' experience in managing/supervising government employees in social services setting.
- Experience with technical consultation and successful project management related to program planning, evaluation, and collaborative work with community agencies providing social or human services.
- Detailed professional knowledge of and experience in applying a wide range of concepts, principles, and theories relating to one or more of the social science fields and of social services delivery systems to analyze and interpret complete social and behavioral data concerning the client; and to assess factors of personality structure and dynamics as they affect finding of aptitudes and interests.
- Knowledge of business management principles and practices, organizational development, marketing, and change management.
- Strong administrative skills and ability to supervise and lead personnel toward accomplishment of mission goals.
- Exposure to or experience in military life style, i.e. prior FFSC work experience, military family member, civilian work experience, or military service.

- Knowledge and skill in the use of personal computer and various software such as Word, Excel, and PowerPoint. Knowledge of FFSMIS.
- Must possess a valid California driver's license.
- Must be able to communicate clearly and effectively both verbally and in writing in English
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

HOW TO APPLY: Submit a NAF employment application to the NAF Human Resource 737 Avenger Ave, NAS Lemoore, California 93246 or fax to (559) 998-4892. Applications may also be submitted via email to LEMR.N92_MWR_HRO@navy.mil . Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifew.com/lemore/> . **Resumes will not be accepted without NAF employment Application.** Applicants who do not meet the above requirements or submit all required forms may not be considered. Due to volume of applications received, applicants may not be notified of non-selection. **As a condition of employment participation in direct deposit/Electronic Fund Transfer upon employment is required.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.