

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-21-380

POSITION TITLE: Clinical Counselor, NF-0101-04, Regular Full-Time, 1 Vacancy

SALARY: \$64,000 - \$84,000 + Cost of Living Allowance (COLA)

LOCATION: Fleet and Family Support Center, Naval Base Guam (NBG)

WHO MAY APPLY: Open to all

OPEN DATE: 30 July 2021

CLOSING DATE: 06 August 2021

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SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) Guam we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwr Guam.com/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

The primary purpose of this position is that of a clinical counselor providing direct service in the form of counseling individuals, couples, families, and groups on matters pertaining to family dynamics, parent-child interaction, couples communication, stress reduction, adjustment to military lifestyles, Family Advocacy Program (FAP) case management, treatment services and psycho-educational training programs. Receives referrals for individual, marital, and family counseling for difficulties ranging from "normal" adjustment to the military lifestyle to crisis intervention and treatment of serious personal, marital, and family dysfunctions. Conducts interviews to develop psychosocial histories of clients, establish the nature and extent of dysfunctions, and to formulate diagnosis and behaviorally-specific treatment plans. Demonstrates effective independent clinical assessment skills by identifying crisis situations, e.g., suicide or homicide risk, danger of physical or sexual abuse to family members, and increased risk of further family violence. Provides crisis intervention and safety planning as required. Makes referrals to public and private agencies and coordinates additional services for clients, as needed. Provides short term, solution focused psychological counseling for individuals, couples, families, and groups within FFSC's scope of practice. Assesses individual/family needs; explores basic personality structure in relation to behavior patterns, mechanisms, and symptoms. Independently manages assigned cases, consulting with the Counseling Services Administrator (CSA) or Lead Social Worker/Family Advocacy Representative (FAR) where the case is highly complex or presents with special issues. Complies with reporting protocols involving high risk and high visibility cases. Prepare and maintain program documentation, records and reports within required timelines. Enter all relevant Clinical Counseling data into FFSMIS - the Fleet and Family Support Management Information System (or current FFSP database if different from FFSMIS), including clinical documentation of intake assessments, treatment plans, case notes, client contacts, collateral contacts, etc. Assist in completing counseling statistical reports requested by higher authority. Responsible for compliance with Regional and Base Instructions, local FFSC Standard Operating Procedures, FFSC Certification Standards, and relevant CNIC-provided Desk Guides. Drafts letters (e.g., Summary of Counseling Services) to commands, Installation Housing, Security, and other Departments as needed/requested regarding case management/progress. Provides crisis response services following disasters/traumatic events (often after-hours or on weekends), as required. Performs Family Advocacy Case Management duties, which includes receiving initial reports of suspected child and spouse/intimate partner abuse from military and civilian representatives and taking all steps required under the FAP. Conducts comprehensive FAP assessments and apply case management processes in accordance with FFSC and FAP regulations. Provides safety planning and advocacy services to victims of child abuse and spouse/intimate partner abuse. Serves as designated case manager and FAP point of contact for spouse/intimate partner and child abuse cases ensuring all actions are in compliance with DOD and Navy instructions and civilian reporting requirements. This includes ensuring all required/mandated notifications are made, as warranted by the case, to such entities as commands, Child Protective Services, Naval Criminal Investigative Services, etc. Provides timely completion of all required assessments and documentation, e.g., Family Advocacy Risk Assessment, Incident Determination Committee (IDC) Case Presentations, etc. Prepares accurate, thorough and succinct reports for presentation to the IDC for applicable FAP cases, and presents information for initial and follow-up Clinical Case Staffing Meeting (CCSM) case reviews as scheduled. Demonstrates effective independent clinical assessment skills by identifying crisis situations, e.g., suicide or homicide risk, danger of physical or sexual abuse to family members, and increased risk of further family violence. Provides crisis intervention and safety planning as required. Provides ongoing case management services to assess service and family member needs, confirms follow-through with treatment recommendations, evaluates risk on an on-going basis, and provides additional resources and/or referrals as warranted by the case status. Provides consultation to commands. Independently manages assigned cases, consulting with the FAR or CSA, as needed, where the case is highly complex or presents with special issues. Complies with reporting protocols involving high risk and high visibility cases. Develops and provides individual and group

treatment targeting at-risk and substantiated victims and offenders of family violence. Prepares and maintains program documentation, records and reports. Enters all relevant FAP data into FFSMIS (or current FFSP database if different from FFSMIS), including comprehensive documentation of incident assessments, risk assessments, IDC and CCSM presentations, intervention plans, case notes, client contacts, collateral contacts, command contacts, etc. Provides timely and accurate completion of the DD Form 2486 (imbedded in FFSMIS) to address the status of all allegations related to assigned cases. Conducts timely review of draft correspondence involving assigned FAP cases for accuracy, and drafts other letters as needed/requested. Provides after-hour on-call services for emergent family advocacy situations (spouse/intimate partner abuse, child abuse/neglect, child sexual abuse), including command/security consultation, evaluation of needs, crisis intervention and stabilization, safety planning, information and referral services, and victim advocacy. As directed or required, incumbent facilitates FAP training and education services to ensure that active duty military and their families are aware of the problems of domestic violence and the services available to them. May be required to conduct briefs, workshops, and training related to family violence and/or the FAP where appropriate. Recommends modifications to professional education programs and training lesson plans based on accurate and most current information regarding the FAP and family violence. Participates in development of group treatment curriculum including, where appropriate, session-specific materials, and research-based justifications. Participates, as directed, in coordinating and/or providing in-service training to other FFSC staff. As directed or required, incumbent serves as liaison, and maintains a working relationship with necessary government (local and federal) and non-government agencies as well as military commands to further a comprehensive education/prevention program with regard to clinical counseling/FAP services affecting military personnel. When requested, participates in community liaison meetings to establish or strengthen relationships with other agencies serving the target population. Provides summaries of such liaison meetings for supervisor review and makes recommendations to supervisor for further collaborations that will reduce duplication of service and expand the range of programs for the population served. Educates and provides case specific consultation to military and civilian agencies about counseling services, FAP, risk assessment, clinical issues, treatment, and IDC/CCSM processes. Participates in the FFSC Quality Assurance Program and peer review process as directed. Testifies at juvenile court, family court, and any military legal hearing regarding Family Advocacy cases as appropriate/ordered to. Participates in committees and boards as directed such as Sexual Assault Prevention and Response (SAPR) Program's Sexual Assault Case Management Group, for assigned SAPR cases. Participates in community outreach initiatives such as special campaign awareness month activities (such as Child Abuse Prevention Month, Domestic Violence Awareness Month, and Teen Dating Violence Awareness and Prevention Month), and other events relevant to all FFSC staff. Performs other related duties as assigned.

TRAVEL REQUIRED: Yes - Occasional travel outside the local commuting area may be required

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (<http://www.ed.gov/admins/finaid/accred/>). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Must possess State or U.S. Territory licensure or certification that provides legal authority to independently provide clinical services as a licensed Clinical Social Worker, licensed Individual, Marriage, and Family Therapist, or Licensed Psychologist. When the state or U.S. Territory licensing or certification requirements include a written examination, candidates must have achieved a passing score on that examination; AND

Possess at least a master's degree in Social Work from a school accredited by the Council on Social Work Education; OR a master's degree in Marriage and Family Therapy from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education, OR a Doctoral degree in Psychology from a program accredited by the American Psychological Association; AND

Have engaged in 2 years (which includes at least 2000 hours) full-time, post-masters supervised clinical experience.

Knowledge of the military lifestyle that furnished the employee with an understanding of the specific demands of military lifestyles, such as frequent separations, and high stress working environments that have an extensive impact on individuals and their families. Ability to present sensitive, at times controversial information to groups of people in a clear, concise manner. Ability to modify programs to meet the ever changing needs of the active duty military community. Ability to recognize, identify and assess mental disorders per the Diagnostic and Statistical Manual. Understanding of, and ability to, apply family systems, brief solution-

focused, and motivation-interviewing treatment techniques. Knowledge of dynamics and diagnostic skills necessary for family violence identification, risk assessment, and safety planning. Knowledge of family violence treatment principles for victims and offenders. Knowledge of group dynamics. Knowledge in the areas of family systems particularly as it relates to patterns of abusive behavior and abuse response, substance abuse, human behavior, human sexuality, Attention Deficit Hyperactivity Disorder, and juvenile delinquency. Ability to recognize and define personal and social problems, to independently reach accurate conclusions, and to provide appropriate solutions. Ability to effectively interview, and clinically respond to the needs of clients including assessing suicidal and homicidal and substance abuse. Ability to communicate orally to interview alleged offenders and victims; to maintain cooperative and professional relationships with law enforcement, Child Protective Services, medical treatment facilities, and senior personnel from commands of offenders and victims; and to exercise strong facilitation skills for individual and group counseling. Ability to communicate in writing to develop and prepare case management memos, correspondence, and reports; to document psycho-social assessments, treatment plans, and IDC reports; to develop lesson plans for briefing and classroom presentations. Knowledge and ability to use a personal computer and a variety of software programs to develop multi-media presentations and to facilitate work assignments.

Must possess or be able to obtain a Secret Security Clearance and satisfactorily complete all background checks to include, Installation Records Check (IRC), and Criminal History Background Checks.

Position is subject to the Health Practitioner Credential Review and Privileging requirements.

Must be flexible to provide after-hours services, when needed, for urgent FAP situations requiring consultative services, and/or other crisis response services (e.g., crisis intervention/response following disaster/traumatic events).

Must display high standards of ethical conduct.

Must possess a valid driver's license, as travel to other facilities may be required within the normal scope of duties. Occasional travel outside the local commuting area may be required for the purpose of attending and/or conducting training.

EDUCATION: *SEE QUALIFICATIONS

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

*****SEE HOW TO APPLY FOR ADDITIONAL REQUIRED DOCUMENTS*****

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs>.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.

*****Due to the volume of resumes received, applicants will not be notified of any missing documentation, information, and/or notice of non-selection. Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 5154 to inquire on application status.*****

ALL APPLICANTS: Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion **MUST** provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

*Current or prior federal employees, please submit your most recent personnel action or SF50.

*Military retirees, please submit your statement of service.

*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrguam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.