

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

ANNOUNCEMENT NO: JRM-22-144

POSITION TITLE: Counseling and Advocacy Advisor, NF-0101-05, Regular Full Time, 1 Vacancy

SALARY: \$94,000 - \$122,000 per annum + Cost of Living Allowance (COLA) / May be entitled to Nonforeign Post Differential (NFPD)

LOCATION: Regional Fleet and Family Support Programs, Warfighter and Family Readiness (J9), Joint Region Marianas (JRM) Guam

WHO MAY APPLY: Open to all

OPEN DATE: 11 April 2022

CLOSING DATE: 10 May 2022

Changed from: 24 April 2022

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. 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.militarymwrquam.com/>.

Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

AMENDMENT: Vacancy announcement amended to change "Closing Date" to "10 May 2022". Applicants who applied previously under the same Announcement No. need not re-apply unless submitting updated and/or missing information.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

This position is located on the staff of the Regional Fleet and Family Support Program (FFSP) Program Manager (PM). Serves as the Regional Counseling and Advocacy Coordinator. Provides oversight, management, guidance, consultation, assistance, and coordination for all aspects of Counseling and Advocacy services at FFSP under the auspices of the region. Counseling and Advocacy services are provided in the following program components: Clinical Counseling, the Family Advocacy Program (FAP), Sexual Assault Victim Intervention (SAVI), Victim Advocacy, Critical Incident Intervention, and New Parent Support (NPS). Clinical counseling includes assessment and diagnosis; treatment planning; short-term solution focused counseling (individual, marital, group, and family); critical incident response; and coordination of civilian and Base social services. The FAP includes prevention, reporting, assessment, intervention, case management, treatment, command consultation, and community partnerships for child abuse/neglect and spouse abuse. SAVI includes prevention, data collection/reporting, and victim advocate training or coordination for incidents of sexual assault. Victim advocacy includes safety assessment and planning, information, referrals, and support for spouse abuse victims. Critical Incident Intervention includes responses to isolated incidents, Critical Incident Stress Management, command consultation, and suicide intervention. NPS includes screening, assessment, and home visitation services for new and expectant parents. Provides technical, clinical, and administrative oversight and management for all aspects of Counseling and Advocacy services (including services in Clinical Counseling, the FAP, SAVI, Victim Advocacy, Critical Incident Intervention, and NPS) at FFSP under the auspices of the region to ensure comprehensive, coordinated, and effective services in compliance with legislation, governing instructions, policies, and standards. Develops regional plans, instructions, directives, policies, Standard Operating Procedures, protocols, and programs for delivery of Counseling and Advocacy services in compliance with requirements. Ensures timely incorporation of changes in laws, governing instructions, policies, and/or standards. Assists NAVPERSCOM and CNI in developing Navy-wide policies, procedures, and programs. Determines requirements to provide input for budget formulation. Advisor to PM on issues relating to effective distribution of funding/staffing resources within the region including the optimal utilization of Counseling and Advocacy positions. Implements credentials reviews and privileging procedures and an ongoing QA program including records audits, clinical care reviews, client/command surveys, and clinical supervision/consultation for all clinical supervisors. Ensures maintenance of Individual Credentials Files and Individual Professional Files in accordance with instructional/policy requirements. Provides ongoing technical, clinical, and administrative guidance, consultation, and assistance regarding all aspects of Counseling and Advocacy services to FFSP personnel and to other related personnel. Interprets and assists implementation of laws, instructional requirements, policies, procedures, accreditation standards, and clinical practice standards. Serves as a consultant to the Case Review Committees (CRC) within the

region. Assists in addressing requests for CRC reviews, particularly those involving reviews by the NAVPERSCOM Headquarters Review Team and/or by other CRC within the region. Maintains ongoing coordination and collaboration with other regional Program Services Managers and FFSP personnel (including the Work and Family Life Coordinator and Education Services Coordinator) to address regional and Base Counseling and Advocacy service issues and community support issues. Provides input to ensure educational curricula, training materials, and marketing initiatives related to Counseling and Advocacy services are

timely and accurate. Participates on regional working groups and other projects pertinent to Counseling and Advocacy services. Provides oversight management and coordination to ensure implementation of credentials and privileging requirements and procedures for FFSP clinical personnel within the region. Develops written protocols that assign responsibilities and specify procedures for the clinical privileging and periodic review of providers. Provides ongoing consultation and assistance to FFSP personnel regarding implementation. Ensures establishment of current clinical competency for Tier II and III providers and granting of privileges (initial and renewals) in accordance with Corporate Privileging Authority recommendations and provider competency.

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: Frequent travel to other military and civilian locations Navy-wide is required.

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: Yes - Relocation expense authorized / Recruitment and relocation incentive negotiable

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.

A Masters Degree in Social Work from a school accredited by the Council on Social Work Education; **OR** a Masters 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**

A current state license **OR** state certification that provides legal authority to provide clinical services as an independent practitioner; **AND**

A minimum of two years full-time, post-masters supervised clinical experience; **AND**

A minimum of two years full-time, post-licensure clinical experience in a clinical setting; **AND**

A minimum of one-year post-masters clinical experience in the assessment and treatment of child abuse/neglect and/or spouse abuse.

Comprehensive, current professional knowledge and practice skills in clinical counseling services, child/spouse abuse services, and management functions. Experience with and extensive knowledge of civilian laws and military instructions, policies, and procedures governing Counseling and Advocacy programs. Ability to apply complex instructional and legislative provisions to Counseling and Advocacy programs within the Navy organization. Exposure to or experience in the military lifestyle and demonstrated knowledge of military community support programs. Demonstrated abilities in agency collaboration and network development. Skills and characteristics that facilitate effective leadership, sound program management, and professional judgment in prioritizing and carrying out program objectives. Ability to function autonomously in overseeing region-wide Counseling and Advocacy services and in collaborating with a large number of diverse personnel, agencies, and administrators. Proficient oral communication skills and writing skills to communicate effectively with colleagues, commands, and others in a professional manner and to write reports and other documentation in a professional and grammatically correct manner.

Frequent travel to other military and civilian locations Navy-wide is required.

Must possess or be able to obtain a Secret Security Clearance.

EDUCATION: *SEE QUALIFICATIONS

HOW TO APPLY:

- A resume must be provided. It must include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education, 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. **Your resume is the main resource used to assess your knowledge, skills, and abilities as they relate to this position. You should be clear and specific when describing your work experience as it relates to this position.**
- 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.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. **It is the applicant's responsibility to ensure accuracy and completion of requirements upon submission. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.**

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

*******NOTE:** Due to the volume of resumes received, applicants **will not** be notified of any missing documentation, information, and/or notice of non-selection. **Emails and/or inquiries to NAFJOBS@fe.navy.mil will not be responded to.** Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.

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.militarymwrquam.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.

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.navy.mwr.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.

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.

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.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview within 4-8 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 tentative job offer. Final job offer upon completion of all pre-employment requirements.

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

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