

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

ANNOUNCEMENT NO: JRM-22-068

POSITION TITLE: Child and Youth Programs (CYP) Child Development Home Monitor NF-1702-03, Regular Full Time, 1 Vacancy

SALARY: \$44,000 – \$58,000 per annum + Cost of Living Allowance (COLA)

LOCATION: Regional Child and Youth Programs (CYP), Warfighter and Family Readiness (J9), Joint Region Marianas (JRM), Guam

WHO MAY APPLY: Current CNIC NAF or APF Employees at Child and Youth Programs (CYP), Morale Welfare Recreation (MWR), Naval Base Guam (NBG), and 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB)

OPEN DATE: 15 March 2022

CLOSING DATE: 21 March 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.militarymwr Guam.com/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

The purpose of the Child Development Home (CDH) Monitor position is to oversee a caseload of up to 30 in-process and/or certified CDH providers and to ensure that there are safe, developmentally appropriate environments for children 6 weeks to 12 years of age in these homes. The CDH Monitor provides initial assessments, ongoing monitoring, and periodic evaluations related to certification of CDH providers. Conducts monthly home visits (to include one unannounced visit per month) to ensure CDH providers operate developmentally appropriate programs for children and youth in accordance with all Navy certification standards. Provides guidance and support for implementation of the developmentally appropriate practices endorsed by National Family Child Care Association (NAFCC). Ensures that activities promote the social, emotional, physical and cognitive growth of children in a variety of age categories (e.g., infant, pretoddler, toddler, preschool and school age) and specific to the home type (e.g., multi-age, infant, school age, extended hours, mildly ill, special needs, and child development group homes). Provides guidance to CH providers in establishing daily routines, parental involvement and communication, maintenance of records and maintaining a safe, healthy environment. Maintains accurate records and files on each provider and submits timely reports. Ensures all training and certification requirements are documented. Investigates complaints and when necessary refers any complaints to the CDH Director for investigation and assists with follow-ups. Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the NAFCC, DoN, DoD, and the Military Child Care Act (MCCA). Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. The incumbent may be required to do considerable walking, standing, bending, stooping and lifting up to 40 pounds and must be able to drive an automobile for CDH visits.

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

TRAVEL REQUIRED: No

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.

Knowledge and understanding of the CDH component of the DoN CYP and its role as a viable child care option for children of military members and DoD civilians. Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social and cognitive needs of children. Knowledge in applying policies and regulations to ensure valid certification of CDH homes and maintenance of a safe, healthy environment for children. Knowledge of USDA CACFP or child nutrition to ensure that well balanced, nutritional meals and snacks are prepared. Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect. Skill working with military families and an understanding of military lifestyles is preferred. Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal communication skills. Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Must pass a pre-employment physical provide evidence of immunization and be free from communicable disease.

Must be at least 18 years of age with a high school diploma or equivalent. The Military Child Care Act requires national accreditation of CY programs.

Incumbents must have one of the following:

-A Child Development Associate (CDA) credential, Military School-Age (MSA) or equivalent **AND** 3 years of experience where the incumbent displays knowledge of and competency in developmentally appropriate programming for children and youth; **OR**

-2-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study **AND** 2 years of full time experience working with children or youth; **OR**

-4-year degree in the above fields of study **AND** a minimum of 1 year of experience working with children or youth.

Note: A minimum of a two-year degree is preferred.

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.militarymwr Guam.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 / 3154 / 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.militarymwr Guam.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.