

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

**ANNOUNCEMENT NO:** JRM-19-148

**POSITION TITLE:** Educational Aid/Technician (Child and Youth Program Assistant), CY-1702-01/02, Regular Full-time, Regular Part-Time, Flexible, Few Vacancies

**SALARY:** \$11.68 - \$18.59 per hour PLUS Cost of Living Allowance (COLA)

**LOCATION:** Child Development Center, Teen Center, School Age Care, Morale Welfare Recreation Department, Naval Hospital Guam / Naval Base Guam

**WHO MAY APPLY:** Open to all

**OPEN DATE:** 13 March 2019

**CLOSING DATE:** 10 April 2019

**FIRST CUT-OFF:** 20 March 2019

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**SUMMARY:** The mission of Joint Region Marianas 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, and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base, 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/>

**CUT-OFF DATES:** Resumes received by the first cut-off date of 20 March 2019 will be reviewed, rated, and referred to the selecting official; subsequent cut-off dates will be determined based on the needs of the agency. Best Qualified applicant resumes received by each cutoff will be referred to the selecting official.

**RESPONSIBILITIES:** The purpose of the Child and Youth (CY) Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. The incumbent works under the direction of the supervisor or other qualified higher graded employee, who provides guidance on scope of assignments and assistance on more complex, non-routine problems. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from the supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

**TRAVEL REQUIRED**

- No

**RELOCATION AUTHORIZED**

- No

**REQUIREMENTS**

**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](#). 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.

**For entry-level requirements candidate(s) must:**

-Be at least 18 years of age with a high school diploma or equivalent.

**For intermediate-level requirements candidate must:**

-Be at least 18 years of age with a high school diploma or equivalent; **AND** six (6) months experience working with children or youth in a child or youth setting; **AND** have completed child abuse modules and modules 1, 2, and 10 of the DoN Standardized Module Training.

**For target-level requirements candidate must:**

-Be at least 18 years of age with a high school diploma or equivalent; **AND** Completion of the DoN Standardized Module Training; **AND** 12 months of experience working with children and youth; **OR**

-Be at least 18 years of age with a high school diploma or equivalent; **AND** A Child Development Associate (CDA) credential or Military School-Age (MSA) credential; **OR**

-Be at least 18 years of age with a high school diploma or equivalent; **AND** A 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate.

**\*\*Note:** Proof of education, credentials, certification and/or module completion **MUST** be submitted at the time of application/resume submission.

Position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

**\*\*\*Please Note: Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.\*\*\***

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

**EDUCATION:** \*SEE QUALIFICATIONS

**HOW YOU WILL BE EVALUATED:** 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](#). 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.

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.

## **REQUIRED DOCUMENTS**

**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: <https://www.militarymwrquam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>; **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: <https://www.militarymwrquam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>; **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: [https://www.opm.gov/forms/pdf\\_fill/sf15.pdf](https://www.opm.gov/forms/pdf_fill/sf15.pdf); **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.

## **OTHER REQUIREMENTS**

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

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.

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

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

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

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](mailto: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.

**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 to the Regional NAF Human Resources Office, Bldg. 203 Halsey Drive, Nimitz Hill, Piti, Guam; **OR** drop at designated Regional NAF Human Resources Office Drop Boxes located at Naval Base Guam and Andersen Air Force Base Guam Libraries; **OR** via email to [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil). For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671)349-1155.

**All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.**

**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.

**WHAT TO EXPECT NEXT:** Applicants may be contacted for an interview or may be sent a notice of non-selection within 4-6 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 2-6 weeks).

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