

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA

**Civilian Human Resources, Sigonella, Italy
VACANCY ANNOUNCEMENT: U.S. CITIZEN POSITION**



Announcement #	SIG12-EDTECH		
Position	EDUCATION AID/TECHNICIAN (CHILD YOUTH PROGRAMS), GS-1702-02/03/04		
Salary Range	GS-02 \$20,017 - \$25,191 per annum GS-03 \$21,840 - \$28,392 per annum GS-04 \$24,518 - \$31,871 per annum		
Opening Date	13-JAN-2012	Closing Date	31-DEC-2012
Cut-Off Dates:	27 Jan; 10 Feb; 27 Feb; 12 Mar; 26 Mar; 9 Apr; 23 Apr; 07 May; 21 May; 05 Jun; 19 Jun; 03 Jul; 18 Jul; 01 Aug; 15 Aug; 29 Aug; 13 Sep; 27 Sep; 12 Oct; 26 Oct; 09 Nov; 27 Nov; 11 Dec.		
Location	FLEET READINESS (MWR DEPT), CHILD AND YOUTH PROGRAM, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

Notes	<ol style="list-style-type: none"> 1. Please read the instructions on the reverse side of this announcement before submitting your application. 2. Current and former federal employees must submit copies of Notification of Personnel Actions (SF50 or Personnel Action Report (PAR) for Non-Appropriated Fund Employees) with the application package. 3. Veterans must submit DD214 (Member Copy No. 4) with the application package to receive preference. 4. This position may be filled at the higher or lower grade level(s). If filled at the lower grade level(s), incumbent may be non-competitively promoted to the full performance/next higher grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 5. Selectee will be required to pass a background investigation, state check, drug test and physical examination as a condition of employment. 6. Work schedule for CDC/School Age Care is Monday through Friday between 0545 and 1745. 7. If hired directly at the GS-4 target level, applicants must have completed all DOD/DON Caregiver Standardized Training Modules <u>OR</u> possess a comparable education degree. 8. Must complete all training requirements, including orientation, monthly, annual and the approved Department of Navy (DON) Standardized Module Training. 9. Tentative offers are extended to selectees pending favorable results of local background checks, physical examination, and/or any verification of all eligibility documents. Tentative offers may be withdrawn at any time. 10. Copies of transcripts should be attached to receive credit for education above the high school level.
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Who May Apply	U.S. citizens (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel eligible for a Schedule A 213.3106(b)(6) family member appointment.
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Description of Duties	Develops schedules and activity plans. Ensures that program plans and activities incorporate the observed needs of individual children and youth. Implements activities and special events that meet the physical, social, emotional and cognitive needs of the individual children and youth. Prepares and implements program options for children and youth with special requirements. Demonstrates, instructs, leads, and facilitates planned and spontaneous activities. Promotes and models safety, fitness, health, and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Inventories equipment on a recurring basis, sets up displays and bulletin boards. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trip, outings and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is mandatory reporter to Family Advocacy and Child Protected Services. Provides parents with daily verbal or written feedback about their child/youth or program activities. Observes children and youth and documents developmental progression and/or concerns. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools, self-inspection materials and national accreditation tools.
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Qualification Requirements	<p>Applicants must be at least 18 years of age and possess a high school diploma or equivalent.</p> <p>At the GS-04 level, applicants must have completed all DOD/DON Caregiver Standardized Training Modules <u>OR</u> possess a comparable education degree</p> <p><u>GS-02:</u> Three (3) months of general experience <u>OR</u> high school graduation or equivalent.</p> <p><u>GS-03:</u> Six (6) months of general experience <u>OR</u> one (1) year of education above the high school level.</p> <p><u>GS-04:</u> One (1) year of general experience <u>OR</u> two (2) years of education above the high school level.</p> <p><u>General Experience:</u> Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.</p> <p>Eligible applicants must meet the screen out element(s) if any, and will be evaluated based on a comparison of the position requirements against the quality and extent of the experience and/or related education as reflected in their resume/application. Applicants should demonstrate that work experience clearly shows possession of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.</p> <p>Knowledge, Skills, Abilities (KSAs):</p> <ol style="list-style-type: none"> 1. Knowledge of child and/or youth development principles and practices. 2. Ability to provide direct care and education to children and/or youth. 3. Ability to work cooperatively as a member of a team.
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Application Status	For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165 or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.
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THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA

Civilian Human Resources, Sigonella, Italy

Policies and Instructions for completing Application Form

1. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders and copies of position descriptions WILL NOT be used to determine qualifications.
2. **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Applications and other required forms will not be returned. We suggest you submit copies or retain copies for yourself.
3. Applicants with dual citizenship (Italian/U.S.) are ineligible for employment by the U.S. Forces in Italy
4. Veteran's preference will be applied within each external recruitment source as appropriate.
5. **Employment of relatives is restricted in accordance with 5 USC 3110.**
6. All applicants are considered without regard to race, religion, color, national origin, sex, political affiliation, age, marital status, disability, sexual orientation or other non-merit factors.
7. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the Civilian Human Resources (CHR) at 624-4180, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.

DEPENDENT HIRING AUTHORITY

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of a member of the U. S. Armed Forces OR dependents of a U.S. civilian employee of a U.S. Government Agency. The family member's appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.

REEMPLOYED ANNUITANTS

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414 (b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives/>.)"

INFORMATION & VERIFICATION DOCUMENTS REQUIRED ON APPLICATION

JOB INFORMATION:

- Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying.
(Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify).

HOW TO APPLY

(<http://www.cnric.navy.mil/Sigonella/About/Jobs/HowtoApply/index.htm>):

- All applicants **MUST** submit the following documentation for consideration: **(1)** Resume containing required information listed below; **(2)** Overseas Residency Questionnaire (must be filled out completely); **(3)** Family Member/Military Spouse Supplement; **(4)** Copy of your sojourn permit issued by the Catania Immigration Office or document issued by the Sigonella Legal Office verifying application for sojourn permit; **(5)** Copy of official U.S. passport containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent; **(6)** Copy of sponsor's Permanent Change of Station (PCS) Orders OR Command-Sponsorship authorization **(7)** Marriage certificate if you are a military spouse **(8)** OF306, Declaration For Federal Employment **(9)** Veterans **must** also submit copy of DD-214, Member Copy-4 and SF-15 if claiming 10 -point preference.
- Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach a copy of SF-50, Notification of Personnel Action (NPA), Personnel Action Report (PAR), to verify previous employment, highest previous rate, LWOP status, non-competitive eligibility, date of last promotion etc.

PERSONAL INFORMATION:

- Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship

VOLUNTARY DISCLOSURE:

Complete and attach to your resume:

- Ethnicity and Race Identification, Standard Form 181
- Self-Identification of Handicap, Standard Form 256

WORK EXPERIENCE:

Give the following information for your work experience related to the job for which you are applying:

- Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment)
- Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties)
- Salary
- Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours)
- Employer's name and address; Supervisor's name and phone number
- Indicate if we may contact your current supervisor

EDUCATION:

- High school - Name, city, and State (zip code if known), Date of diploma or GED
- Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Copy of transcripts **must** be attached to receive credit for education.
- Original/notarized transcripts will be required, if selected.
- **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to www.opm.gov/qualifications/SEC-II/s2-e4.asp.

QUALIFICATION REQUIREMENTS:

- Take note of the type of experience, knowledge, skills and abilities required by the vacancy announcement. Candidates who rate among the best qualified group will be referred to the selecting official.

TYPING PROFICIENCY:

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

SUBMISSION OF THE EMPLOYMENT APPLICATION:

Submit your application by the closing date of the announcement. Applications may be delivered to the CHR office, Monday to Friday, 0730 to 1600 OR deposited in the box at the Pass & ID Window NAS I or scanned via email to si-hro-wantajob@eu.navy.mil. Email containing application and attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that information and documents submitted are received, legible and accurate.