



<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives” <input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ Ordinary Driver's License (A/T limited is acceptable.) <input checked="" type="checkbox"/> 修了証/証明書の写し Copy of Certificate (Government of Japan nurse license or the U.S. registered nurse license) <input checked="" type="checkbox"/> 英語の能力を証明するものの写し TOEIC、TOEFL、CASEC、英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可。) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English. <input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport. <input checked="" type="checkbox"/> DD-214 Copy (Member-4 copy) only for former U.S. military personnel.	May be required medical exam (immunization) at some point in time.
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**9. 応募書類提出先 Office to Submit**

**内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.**

**(注意) 上記項目 4 番の “募集範囲” が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.**

**1. 内部応募者 (現 MLC/IHA 従業員) 提出先 :**

〒857-0056  
佐世保市平瀬町  
米海軍佐世保基地民間人人事部雇用課  
内線/Extension 252-3656/3660  
受付時間 Operating Hours : 0800 - 1600

**Current MLC/IHA Employees must submit to:**

〒857-0056  
Hirase-cho, Sasebo City  
CNRJ HRO Sasebo Satellite Office  
MLC/IHA Employment Branch, Bldg# PW47

**2. 外部応募者 (非従業員) 提出先 :**

〒857-0056  
佐世保市平瀬町 3-1  
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
電話番号 Phone : 0956-23-7191  
受付時間 : 午前 9 時 - 午後 5 時、月曜日 - 金曜日 (日本の祭日を除く)  
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

**Off Base Applicants must submit to:**

〒857-0056  
3-1 Hirase-cho, Sasebo City  
Labor Management Organization, Sasebo Branch

**10. 事務処理欄 For Official Use**

募集部隊担当 Activity POC : USNH Naval Branch Health Clinic Sasebo	軍電 (DSN) 252-2589
PD No.: USNH-03-001	PD is accurate and current. Certified by Activity: NN HRO: (revd: 4/11) tm 4/11

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.  
募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.  
人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.  
HRO の建物(建物番号 PW-47)1階、正面出入り口を入れて右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.  
 (https://www.cnic.navy.mil/regions/cnrj/om/human\_resources/MLC\_IHA\_HPT\_JN\_Forms.html)

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

<u>LPL</u> 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流暢な能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国内閣令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

## Japanese Civilian Nurse (MLC 6-2) POSITION DESCRIPTION

- I. **INTRODUCTION:** This position is located in the Branch Medical Clinic, Sasebo. The incumbent provides direct patient care for all patients seen by medical providers in the Clinic. Performs related procedures, observes and records pertinent information, insures that equipment is functioning properly, needed supplies are maintained and that infection control activities are followed. In addition, serves as alternate medical translator or interpreter for patients requiring treatment/diagnosis at local Japanese health care facilities.
- II. **MAJOR DUTIES AND RESPONSIBILITIES:** You shall perform a full range of registered nurse (RN) duties. Under the supervision of the Senior Nurse Officer, the incumbent performs work independently, receiving advice and instruction from the Medical Officers, and other credentialed healthcare providers as required. You will provide professional nursing service and related duties in an outpatient setting. The incumbent is expected to manage multiservice, age-specific patient needs; e.g. acute care needs, preventative medicine issues, management of uncomplicated pregnancy and routine primary care requirements. Required to assist with host nation medical care and case management visit during normal working hours.
- A. **Direct Patient Care:**
- a. Render professional nursing telephone triage services to patients. Direct rescheduling as required by patient acuity, staffing changes, and/or equipment failures. Resolve questionable triage or diagnosis through cooperation with clinic medical and nursing staff.
  - b. Direct evaluation of patients presenting for care. Recognize and evaluate life threatening medical conditions.
  - c. Perform routine nursing care activities such as taking blood pressures, temperatures, phlebotomy, Intravenous insertions, and otherwise assist in the care of the physical needs of the patient.
  - d. Assist providers with exams and procedures. Provide education and counseling on women's issues, lifestyle changes and diagnostic testing results. Coordinate patient follow-up.
  - e. Assist in emergency procedures such as basic life support.
  - f. Perform cardiopulmonary resuscitation in emergent situations to include treatment of anaphylactic shock, stabilization of acute trauma patient, and initiation of CPR when Medical Provider is not present or immediately available.
  - g. Use appropriate infection control and patient safety techniques as required.
- B. **Indirect Patient Care:**
- a. Work closely with the Case Management/Utilization Management and TRICARE Operations Staff to ensure that patient referral and triage are consistent with the Command's utilization management policies/procedures and Regional Referral Management Center guidelines. Assist patients in admission, transfer, and discharge procedures. Successful interaction with the staff of associated facilities, Clinical Social Workers, and Case Managers(s) will be required.
  - b. Provide interpretation services and assists as an interpreter/attendant for diagnostic procedures done at local Japanese hospital and laboratories as needed for primary care and dental departments. Establishes and maintains good interpersonal relationships with patients, families and staff.
  - c. Participate in the implementation of the Hospital's Family Advocacy Program as directed.
- C. **Administrative Duties:**
- a. Obtain a TRICARE Online (TOL) account and enable appointments within TOL. Become proficient with appropriate DOD medical information systems to accomplish assigned tasks. Assign daily workload and manage computer time efficiently.
  - b. Compile and complete end-of-day reports. Review selected final triage reports for accuracy of diagnosis, patient education, referrals and appropriateness of prescribed medications.
  - c. Participate in periodic required meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, referral patterns/cost and recommend corrective action when problems exist. Should a meeting occur outside of your regular working hours, you shall be required to read and initial the minutes of the meeting.
  - d. Assist in maintaining medical records, respecting confidentiality and standard MTF protocols, complying with the HIPAA (Health Insurance Portability and Accountability Act) privacy and security policies of the treatment facility.
  - e. Brief Department Head on a regular basis. Report problems concerning equipment failure or unusual employee circumstances immediately. RN may be required to brief executive staff on assigned or special interest projects.

- f. You shall perform administrative duties, which include maintaining statistical records of your clinical workload, participating in education programs, participate in clinical staff quality assurance functions, Process Action Teams, and briefings as prescribed by the Officer in Charge.

D. Training:

- a. Attend annual renewal of the following Annual Training Requirements provided by the MTF: family advocacy, disaster training, infection control, Sexual Harassment, Blood borne Pathogens and Fire Safety, and other training as required.
- b. Attend Composite Health Care System (CHCS), AHLTA, and other data systems training provided by the Government for a minimum of four (4) hours, up to a maximum of 24 hours.
- c. Provide training and/or direction as applicable to supporting employees (i.e. hospital corpsmen, clerical staff, students, etc.) and contract staff assigned to you during the performance of duties.

E. Perform other related or incidental duties as assigned.

- III. CONTROLS OVER THE POSITION: The incumbent normally works under the direct supervision of the Clinic manager and Head in charge of the Primary Care Department, and is also supervised in procedures and patient care by Providers. While working as medical translator/interpreter and patient liaison, the incumbent works under the supervision of the Branch Medical Clinic attending physician.
- IV. PERSONAL CONTACTS: The personal contacts required with various medical professional, such as Medical Corps, Medical Service Corps and Nurse Corps Officers. Patient contact is nursing care and information gathering purpose.
- V. QUALIFICATION REQUIREMENTS OF WORK: This position requires a Registered Nurse possessing proficiency of the English language both oral and written. Incumbent shall be subject to an Automated Data Processing (ADP) background check in accordance with DoD Publication 5200.2-R. Personnel shall be required to complete the paperwork necessary for the Government to complete the background check. May be required to drive GOV from clinic to and from local hospitals to provide interpretation services. Needs to possess ordinary driver's license. AT limited is acceptable.