

# 厚木基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 Announcement No.	A-14-022
初回選考締切り日 1 <sup>st</sup> Cut Off Date	14 May 2014
募集締切日 Closing Date	Open Until Filled
発行日 Date of Issue	23 Apr 2014

<p><b>1. 職種名</b> Job title (等級 Grade 1-5 / 語学等級 LD N/A)</p> <p style="text-align: center;"><b>Interpreter-Translator, MLC #102</b> (通訳・翻訳職)</p> <hr/> <p>低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade:</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade &amp; Service Security &amp; Fire Medical</p>	<p><b>募集人数</b> No. of Recruitment</p> <p style="text-align: center;"><b>1 名</b></p>	<p><b>4. 募集範囲</b> Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> 外部 Off Base Applicant</p> <p>Note: First consideration will be given to suitable and qualified current permanent and trial MLC/IHA employees within the Atsugi Base.</p>
<p><b>2. 部隊</b> Activity</p> <p style="text-align: center;">U.S. Naval Hospital Yokosuka, Branch Health Clinic Atsugi</p> <p><b>勤務場所</b> Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base</p>	<p><b>5. 雇用の種類</b> Type of Employment</p> <p><input checked="" type="checkbox"/> MLC</p> <p><input type="checkbox"/> IHA</p> <p><input type="checkbox"/> 時間制 HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term</p>	
<p><b>3. 勤務時間</b> Work Schedule (週 40 時間制 hr/wk)</p> <p><b>勤務日</b> Work Day: Mon-Fri</p> <p><b>勤務時間</b> Work Hours: The following three patterns will rotate weekly. (Pattern 1) 0700-1545, Recess: 1100-1145 (Pattern 2) 0800-1645, Recess: 1200-1245 (Pattern 3) 1300-2145, Recess: 1700-1745 *Schedule is subject to change.</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>	<p><b>6. 職務内容</b> Duties</p> <p>See page 3.</p>	
<p><b>7. 資格要件／身体条件</b> Qualification/Physical Requirements</p> <ul style="list-style-type: none"> <li>- One year of work experience at the 1-4 (or equivalent) level in the related field, or completion of bachelor degree in the related field.</li> <li>- Must have GOJ Regular Driver's License.</li> <li>- Knowledge of the TRICARE program and the military/civilian health care benefit, and US/Japanese civilian health insurance.</li> <li>- Skill in operating MS Outlook, Word and Excel.</li> <li>- Ability to communicate well with both English and Japanese, both orally and in writing.</li> <li>- May be called-in during off-duty hours as needed to include base events, drills, disasters, security, or emergency situations.</li> </ul> <p>*A handicapped applicant may be accepted, depending upon the degree and kind of disability.</p> <p>*Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card/Alien Registration Certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</p> <p>*Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.</p> <p>* SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.</p> <p>*A handicapped applicant may be accepted, depending upon the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : See block #7   免許証／修了証 License/Certificate Required : See Block #7</p>		

## 8. 提出するもの Application and Associated Documents

- 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
  - 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)
  - \*の記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either
- HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
- 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
  - 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
  - 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) <選考結果通知用> 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice >
  - 日本国籍以外の方は、在留カード／外国人登録証及びパスポートと査証のコピー For non-Japanese citizen applicants, a copy of Residence Card/Alien Registration Certificate (both front and back sides) and Passport (picture and visa stamp pages).

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p><b>Current USFJ Employee 現従業員問合せ先：</b> 在日米海軍厚木基地人事部/ CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425</p> <p><b>Off Base Applicant 外部応募者問合せ先：</b> 労務管理機構 座間支部 管理課 管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667</p>	<p><b>Current USFJ Employee 現従業員提出先：</b> 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken 252-1101 CNRJ HRO Box 12</p> <p><b>Off Base Applicant 外部応募者提出先：</b> 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 1-46-1 Soubudai, Zama-shi, Kanagawa-ken 252-1101 Zama Branch of Labor Management Organization Management Section 2</p>	<p><b>PDNO:</b> <b>USNH-BHCAM-009</b></p>

\*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.\*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1<sup>st</sup> Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

\*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site  
[http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

### 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: 米国行政命令 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。

## 6.職務内容 Duties

1. Receive and refer phone calls at the Urgent Care/duty desk. Coordinates with local host nation hospitals for all emergent and primary medical care situations. This requires a high degree of proficiency translation and interpretation due to the life-and-death nature of many medical situations. Translates and interprets the explanation of care to be provided to English speaking patients in Japanese health care facilities and Japanese speaking patients in our military facility as well as for the health care providers. Translates medical documentation and conversations for physicians and administrators alike concerning the status and continuing care for patients in local Japanese hospitals in all situations. Maintains daily communication between military and civilian clinics/hospitals, police/security, fire department/emergency services, and other military/Japanese organizations through resolution of medically related situations to include death. Coordinates the regulation of patients in local Japanese hospitals for admission into the military medical system when medically feasible. Translator will be responsible for documentation in the Composite Health Care System/AHLTA of initial patient disposition when transported to local Japanese MTF. This report will include the following: Patient Identification, Local Japanese MTF POC (Accepting physician), Medical Condition Summary, Initial 24 hour plan-of-care, and Visitation of patient while hospitalized as directed. In the event of a base-wide emergency, translation services may be provided to non-medical commands.
2. Receives, clarifies, and translates medical billing and insurance requirements for processing under the Supplemental Care Program for active duty patients; the civilian health and medical programs of the Uniformed Service (TRICARE) for family members of active duty, retirees and their family members; and civilians requiring translation for submission to their individual insurance companies. Must possess the ability to explain these complex programs and systems in both English and Japanese.
3. Provides coordination and interpreter services for patients requiring diagnostic testing performed at a local host nation health care facility. Ensures proper information is exchanged for the timely payment of bills. Maintain positive relations between host nation's hospitals and NBHC Atsugi.
4. Performs written translations, from English into Japanese and vice versa, of material which routine and non-technical in nature such as education materials, certificates, personal history statements, listings, letters, administrative records, and other administrative documents. Translates all patient education materials, produced locally by the clinic as well as those purchased from Patient Education vendors.
5. Coordinates with U.S. personnel and host nation medical facilities in other areas of Japan for assistance, resolution, and processing, of any medically related situations.
6. Prepares routine monthly correspondence, reports and other documents, using a variety of office automation software in support of the organization. Assists in administrative area as needed including coordination with Japanese authorities on death certificates, transit permits, and cremation and funeral matters. Files forms and loose medical record documents into the patient's medical record. Refill patient education literature racks with health promotion information throughout the clinic. Enters military readiness information into the Shipboard Automated Medical System (SAMS)/MRRS database. Performs other duties as assigned.