

NF-3 & ABOVE VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	FAMILY READINESS OFFICER		
SALARY:	\$49,000 Per Annum	SERIES NUMBER:	NF-0301-04
ANNOUNCEMENT #:	0365-09	OPEN DATE:	12/8/2009
LOCATION:	Marine Corps Family Team Building – HMH-362	FIRST CUT OFF DATE:	12/15/2009
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Friday 8:00AM – 4:30PM Flexible Work Schedule Including Some Nights, Holidays and Weekends **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> Salary Includes 25% COLA (Subject to Change)	<input checked="" type="checkbox"/> Resume/ Cover Letter / KSA's Required	

DUTIES: Serves as the primary command representative for family readiness outreach, support and assistance to the unit's military personnel, assisting members to attain and maintain personal and family readiness. Serves as an integral part of the unit commander's Family Readiness Command Team, carrying out the commander's vision. Works with wide latitude to implement program support to spouses, children, designated parents and extended family members, conducting proactive outreach and multifaceted communication efforts. Assures unit conforms to policies and regulations in execution of the Family Readiness Program, conducting various level assessments of program implementation and makes recommendations for program effectiveness. Maintains liaison with, and serves as mentor to subordinate unit FRO's, overseeing and directing their efforts. Drafts speeches and strategic communications messages, delivering briefs and presentations to various levels (from General Officer to family members. Monitors and maintains fund allocations, developing short to long range cost estimates for program funding, and acts as approval official for reimbursement of volunteer expenses. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Four years of related experience demonstrating the following skills: (1) knowledge of philosophies, policies, and procedures governing the Family Readiness Program including military lifestyle and organizational structure with a clear understanding of the role of the Unit Family Readiness Program; (2) ability to communicate orally and in writing with a high degree of interpersonal communication, presentation, customer service, coalition building skills to adapt and respond to diverse situations unique to the military lifestyle with operating knowledge of Office software suites; (3) ability to establish short and long range goals and objectives, setting achievable deadlines and react responsively to changing priorities; (4) ability to gather, assemble and analyze complex organizational information, draw conclusions, devise solutions and using various software program for presentations; and (5) ability to lead others in the accomplishment of tasks. A degree in related field may be substituted for two years of experience. Must be able to accommodate a flexible work schedule, to include weekend and nighttime family briefs/programs. Must be able to travel in order to support MCFTB functions.

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover Letter and a separate sheet addressing the 5 knowledge, skills and ability factors for the position listed above to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 12/15/2009 WILL BE GIVEN FIRST CONSIDERATION.**

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.