



## NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



### **NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT**

<b><u>Vacancy Announcement Number:</u></b>	<b>16-67</b>
<b><u>Job Title, PPlan, Series, &amp; Grade:</u></b>	Child & Youth Program Assistant Entry/Intermediate/Target Level, CY-1702-01/02
<b><u>Location:</u></b>	NASNI 24/7 Child Development Group Home, Coronado, CA
<b><u>Status:</u></b>	Regular Full-Time (2)/Flexible (3)
<b><u>Hours:</u></b>	<b>Various Hours Which May Include Alternate Shifts, Split Shifts, Overnights &amp; Holidays</b>
<b><u>Pay Rate:</u></b>	\$12.33/\$13.45/\$15.10 Per Hour
<b><u>Opening Date:</u></b>	04 May 2016
<b><u>Closing Date:</u></b>	Open Until Filled; <b>1<sup>st</sup> Cut-Off: 20 May 2016</b>
<b><u>Area of Consideration:</u></b>	All Sources – Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** The incumbent will provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more Child and Youth (CY) programs. Incumbent will assist in implementing and leading planned activities for program participants. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect child or youth's experience in the program. Cares for special needs children and youth as directed by the supervisor. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Assists with developing a list of needed supplies and equipment for submission to the supervisor. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. **Performs other duties as assigned.**

#### **QUALIFICATIONS REQUIRED:**

- Must attach proof of high school diploma or equivalent, degree(s), certifications and transcripts to application
- **Entry Level**, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred. Ability to complete all DoN training requirements within the specified timeframes, including orientation, Standardized Module Training, and ongoing training requirements. Ability to obtain a food handler's card and a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- **Intermediate Level**, must be at least 18 years of age with a high school diploma or equivalent with six months experience working with children or youth in a child or youth setting. Completion of CPR/First Aid, child abuse modules and modules 1-3 of the DoN Standardized Module Training is required. Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development. Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth. Ability to interpret a curriculum or activity plan. Must be able to follow verbal and written instructions. Ability to obtain driver's license and food handler's card.
- **Target Level**, must be at least 18 years of age with a high school diploma or equivalent, have a Child Development Associate (CDA) or Military School-Age (MSA) credential or a 2-year degree in Early Childhood Education, Child Development or other related field. The incumbent may have completion of the DoN Standardized Module Training and 12 months of experience working with children and youth may be substituted for formal education. Ability to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education. Ability to follow verbal and written instructions. Ability to obtain driver's license and food handler's card. Ability to complete all DoN training requirements within the specified timeframes, including orientation, initial, Standardized Module Training, and ongoing training requirements.
- Must be able to communicate clearly and effectively both verbally and in writing in English
- Must be able to favorably pass a pre-employment physical, provide evidence of immunization and be free of communicable disease
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application form to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to [mwr.hr.dept@mwrsw.com](mailto:mwr.hr.dept@mwrsw.com). Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection. **Participation in direct deposit upon employment is required.**

Dept. of the Navy NAF is an **equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest 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. Sailors and their family members have a right to reliable and productive Federal workforce.