



JOB TITLE	CY Program Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	Child and Youth Program / Yokosuka Teen
JOB ANNOUNCEMENT NUMBER	OC-FFR16-011
SALARY RANGE	\$9.88 - \$12.10 Hourly
OPENING DATE	Tuesday, January 19, 2016
CLOSING DATE	Friday, December 30, 2016
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member preference, and current Federal employees) within the local commuting area

***Amended Closing Date from Open Continuous to 12/30/2016 on 12/27/16.**

JOB SUMMARY

The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. The duties of this position are developmental in nature and designed to provide experience to qualify for higher level positions leading to the full performance position. The incumbent works under close direction of supervisor or other higher qualified higher graded employee and performs the more routine child care tasks, following step-by-step instructions.

DUTIES AND RESPONSIBILITIES

Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Interacts professionally with employees, parents, and local installation command personnel. Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation where applicable. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. Notifies supervisor of health, fire, and safety compliance concerns. Assists in maintaining program participation data and completing required reports. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Incumbent must be at least 18 years of age with a High School Diploma or equivalent.

Prior experience working with children and or youth is preferred.

Ability to communicate effectively in English, both orally and in writing.

Ability to follow verbal and written instructions.

Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements.

Ability to promote and foster effective working relationships with children and youth and coworkers.

Ability to work cooperatively as a member of a team.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable diseases.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations

should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, Room 225.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navy.mwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: (315) 243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for the job. Applications received after the closing date will not be considered. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.