

**\*\*\*\*\* JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO.:** 17-023

**POSITION TITLE:** Clinical Site Manager, NF-0101-04

**ANNUAL SALARY:** \$62,101 - \$80,731 per year (Plus Applicable Allowances)

**EMPLOYMENT CATEGORY:** Regular Full-Time

**LOCATION:** Commander, Navy Region Europe; Fleet and Family Readiness Program; Fleet and Family Support; Souda Bay, Greece

**AREA OF CONSIDERATION:** Worldwide

***Note:** The NATO Status of Forces Agreement (SOFA) between Greece and the United States prohibits the hiring of any person who holds Greek citizenship and is considered a Dual National by the Greek Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Greece are also ineligible for employment by U.S. commands and activities in Greece.*

**RELOCATION EXPENSES:** Negotiable

**OPENING DATE:** 03 OCTOBER 2016

**CLOSING DATE:** 07 OCTOBER 2016

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**INTRODUCTION:** The primary purpose of this position is to direct a small FFSC and provide technical expertise in planning, evaluating, implementing and promoting the FFSC through services provided in three specific categories: Career Support and Retention, Deployment Readiness, and Crisis Response. The Fleet and Family Support Program (FFSP) is the Navy's primary agency for the delivery of an array of human services intended to enhance the stability and self-sufficiency of individuals and families, resulting in increased operational readiness. Programs and services include Crisis Response, Family Advocacy, Sexual Assault Prevention and Response, Clinical Counseling, Deployment Support for Individual Augmentees and families, Information and Referral, Life Skills Education, Ombudsman Support, Outreach Service, Personal Financial Management, Transition Assistance, Relocation Assistance, and Exceptional Family Member Program. Diverse methods for delivering services include providing information and referral, educational instruction and training, and counseling and advocacy.

**MAJOR DUTIES AND RESPONSIBILITIES:** As a representative of the Regional FFSP Program Manager, serves as the principal advisor to Installation Commanding Officers (ICO) on social problems and human service matters related to personal and family adjustment. Identifies installation needs and concerns and presents plans, recommendation, and assistance to influence readiness and retention issues. Serves on installation committees, boards and councils as the subject matter expert in the area of quality of life for military personnel and their families.

As sole clinical provider, performs the full range of duties, responsibilities, and tasking associated with maintain a high quality, proactive, supportive program of clinical services to eligible clients. Provides Clinical Counseling in individual, marital, family or group settings. Completes Family Advocacy assessments and act as the Family Advocacy Representative in all suspected instances of abuse or neglect. Serves as the Sexual Assault Response Coordinator, Training Victim Advocates and assuring 24/7 response to victims. Provides Operational Stress Management/First Aid as needed in response to critical events.

Responsible for resource management at the FFSC. Budgets for all financial needs of the FFSC. Executed budget consistent with all governmental requirements and regulations.

Serves as a Career and Transition counselor for individuals transitioning from the military to civilian life. Teaches FFSC and Department of Labor content in Transition GPS classes.

Directly supervises FFSC personnel. Writes position descriptions, performance objectives, and evaluations. Organizes, sets, and monitors workflow of center and workload of staff. Approves and authorizes leave. Issues awards and disciplinary measures as needed. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Initiates classification, reclassification, and recruitment actions, and tracks all pending actions to ensure timely completion. Ensures FFSC compliance with all safety and safety training policies and regulations. Applies sound position management principles to ensure efficient operation and minimal gaps in coverage.

May serve as Contracting Officer's Representative (COR) or Technical Assistance for the COR. Ensures satisfactory performance with timely delivery of contractor services.

Serves as Family Advocacy Programs Coordinator, charged with installation compliance in FAP programs, and providing Family counseling in response to incidents requiring Family Advocacy.

**QUALIFICATION REQUIREMENTS:** Successful candidates for this position shall meet all qualification as outlined in SECNAVINST 1754.7. The clinical practitioners must meet the following requirements:

- Possess a current, valid, unrestricted license or certification that provides legal authority to provide clinical services as an independent practitioner. When the state licensing or certification requirements include a written examination, candidates must have achieved a passing score on that examination.
- Possess a master's or doctoral degree in one of the following disciplines or in an allied clinical field: Counseling from a program accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) or an equivalent degree; Marriage and Family Therapy from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMTFTE) or an equivalent degree; Social Work from a school accredited by the Council on Social Work Education (CSWE) or an equivalent degree; or Psychology from a doctoral program approved by the American Psychological Association (APA) or an equivalent degree.
- Must have engaged in 2 years (includes at least 2000 hours) of full time, post masters supervised clinical experience.

**KNOWLEDGE REQUIRED BY THE POSITION:** Knowledge of military life styles that provides an understanding of the specific demands of military life, such as frequent separation, high stress working environment, and the impact on individuals and families. Knowledge of the dynamics of child and domestic abuse and effective intervention strategies. Knowledge of group dynamics. Knowledge of various counseling approaches such as cognitive-behavioral techniques. Knowledge of effective crisis intervention techniques for individuals who are suicidal, homicidal, or have interpersonal violence issues. Ability to recognize and assess mental disorders per the current version of the Diagnostic and Statistical Manual (DSM). Ability to effectively communicate orally to a variety of agencies and organization; to maintain cooperative and collaborative relationships with law enforcements, medical professionals, and senior personnel from commands; to function as a member of interdisciplinary teams and participate in case discussions regarding assessment and intervention' and , to exercise strong facilitation skills for individual and group therapy. Ability to communicate in writing to develop and prepare cases for multidisciplinary review; document cases concisely and thoroughly in case records in accordance with Navy guidance; and, to develop lessons plans, briefings, and presentations.

**KEY REQUIREMENTS:** Must be Tier III licensed and credentialed for independent clinical practice. May be required to travel by military and /or commercial conveyance in the

performance of official duties. May be required to complete annual statement of financial disclosure. Will be required to obtain a secret security clearance.

This position is emergency-essential (E-E). In the event of a crisis situation, the incumbent must continue to perform the E-E duties until relieved by proper authority. The incumbent will be required to participate in readiness exercises. This position cannot be vacated during an emergency or evacuation without seriously impairing the capability of the organization to function effectively; therefore, the position is designate "key" which requires the incumbent to be screened from military recall status.

**PHYSICAL REQUIREMENTS:** Incumbent faces daily stressors involving resolution of highly sensitive issues and matters with regard to counseling, family advocacy, sexual assault, mental health and financial issues. Most work is done in an office setting necessitating some standing, walking, sitting, stooping, climbing stairs, and driving from one location to another. Employee must be able to lift and move boxes weighing no more than 50 pounds.

**WORK ENVIRONMENT:** The work is conducted primarily in a well-lighted, temperature controlled office setting. Employee may be required to teach and/or facilitate classes in a classroom environment on the installation or onboard ships.

**OTHER INFORMATION:** Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants may be required to submit proof of education, participate in medical screening, drug testing, etc. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check. Selectee may be required to complete a one (1) year probationary period. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. Additional vacancies may be filled by this announcement.

Applicants recruited from the United States may be entitled to a tax-free Post Allowance (PA) and may be entitled to a Living Quarters Allowance (LQA). A Separate Maintenance Allowance (SMA) may also be authorized. In addition, incumbents are authorized use of the Navy Exchange, Defense Commissary and MWR programs. Use of Navy Medical Facilities is authorized on a reimbursable basis. Applicants recruited from the United States will be required to sign an initial transportation agreement of 24 months and will be subject to extension by the Command.

Selectees initially recruited from the United States and who are already on a Transportation Agreement may be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a Living Quarter Allowance (LQA), is paid to cover monthly housing and utility costs.

There are NO DoD-approved schools in Souda Bay. Dependent children may be home-schooled using the Calvert School (grades K-8) and University of Nebraska Lincoln (HS) Correspondence Courses. They may also attend other DoDDS approved schools in Europe. Tuition may be paid/reimbursed by DoDDS depending on the status of the sponsor.

For useful information concerning living and working in Crete, Greece, please consult [https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_souda\\_bay.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_souda_bay.html)

**BENEFITS:** A comprehensive benefits package is available.

**HOW TO APPLY:** Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil or by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains

all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met by the closing date of this announcement and clearly documented in the resume.

Where a first cut-off date is indicated, a selection may be made from the resumes received as of the specified first cut-off date. Completed resume package must be received by 11:59pm Local Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed. Please direct inquiries to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil)

### **REQUIRED DOCUMENTS**

All applicants must provide the following:

- Resume
- Proof of education, certifications and/or licenses
- [Declaration of Federal Employment, OF-306](#)

If applicable, also provide the following:

- Copy of most recent SF-50/PAR (or equivalent), if current or former NAF/APF employee
- [SF-15](#) and necessary supporting documentation, if claiming Veteran's Priority Consideration

If currently residing in Souda Bay, Greece the following documents are required in addition to those listed above:

- [Preference Entitlement Survey](#)
- A complete and legible copy of sponsors PCS orders & copy of U.S. Government no-fee passport.

*The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.*