

******* JOB OPPORTUNITY*******
NON-APPPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 15-082

POSITION TITLE: WORK AND FAMILY LIFE SPECIALIST, NF-0101-03/04

SALARY: \$ 34,662 to \$55,116 Per Year

EMPLOYMENT CATEGORY: REGULAR FULL TIME

LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET AND FAMILY
READINESS PROGRAM, SIGONELLA, ITALY

AREA OF CONSIDERATION: Local commuting area, current permanent U.S. Citizen NAF/APPR employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members and DoD civilian dependents.

Note: Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy. Contractors and their family members are also ineligible as they do not have civilian component status.

OPENING DATE: 22 May 2015
CLOSING DATE: 05 June 2015

NOTE: This position is being recruited as a NF03/04 Developmental position.

INTRODUCTION: The primary purpose of this position is to plan, implement, administer and counsel eligible personnel on various WFL issues and provide information and referral services at NAS Sigonella, Italy. Programs and services are delivered, promoted and often coordinated with/through FFSC staff members and various stakeholders throughout the chain of command, military and civilian community, media and virtual/internet applications. The WFL Specialist is responsible for providing and/or facilitating WFL program services which consist of: relocation, deployment support, career development, transition assistance and financial planning.

MAJOR DUTIES AND RESPONSIBILITIES:

Incumbent serves as a consultant and instructor on a variety of WFL topics and issues. Provides informative and tangible advice, assistance, and instruction to address customer concerns, needs and requirements associated with Navy-life (deployment/separation; frequent relocation, transitioning from military to civilian life, etc.) Works independently and/or with other FFSC staff to provide guidance and training to deliver course curricula and prepare accompanying resource materials. Organizes and implements initiatives such as job fairs and executive career study groups that invite prospective employers to the installation. Specifically works with N9 functional areas by facilitating joint program events and presentations in N9 recreation, lodging, housing, barracks and other facilities. May serve on various committees and councils to optimize viewpoints related to military life. Incumbent serves as a consultant and instructor in one or more of the following specialty areas; Career Support (Family Employment),

Transition Assistance, Relocation Services, Deployment Support, Personal Financial Management and Ombudsman Support.

KNOWLEDGE REQUIRED BY THE POSITION:

Financial Counselors must possess a baccalaureate degree from an accredited college or a combination of education and experiences commensurate in serving as a PFM counselor. Also must possess and maintain a nationally recognized financial counselor certification.

Other positions require an Associate's degree or higher in education, social/behavioral, business administration, finance, economics, travel and tourism, marketing or related field. Experience providing adult education and/or work/family life consultation is preferred but not required.

Skill in conducting interviews to establish the nature and extent of concerns and issues and provide assistance to develop goals and plans, in order to determine appropriate referral services and options.

Skill in preparation of presentations and public speaking in personal large and small group settings. Effective skill in forming and retaining working relationships with peers and leadership. Skill in using various computer software database, spreadsheet, word processing, and network programs (e.g., as Internet, Microsoft Office Suite, and FFSP databases. Knowledge of the formulation and execution of needs assessment tools.

Ability to communicate effectively in writing.

SPECIAL REQUIREMENTS

Ability to obtain favorable adjudication of a National Agency Check with Inquiries (NACI)

Travel may be required.

Hours may vary depending on client needs and outreach activities and will require some evenings and weekends.

Must successfully obtain complete state/national accreditation, in at least one field (e.g. Certified Financial Counselor/Planner, Associate Certified Life Coach, state teaching certificate, etc.) within 3 years of employment.

HOW TO APPLY: Applicants must submit employment resume with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, [Overseas Residency Questionnaire](#), [OF 306 Declaration for Federal Employment](#), [Preference Entitlement Survey](#). A signed copy of the [Military Spousal Preference Form](#) if applicable. A copy of your sponsor's PCS orders plus certification of an official U.S. government no fee passport or type of passport you possess, for receipt by the cutoff date. The applications may be faxed to 011-39-081-568-8014 or emailed to NAFPersonnel@eu.navy.mil 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 in

the job vacancy announcement, you may lose consideration for the position. For any questions you have you may reach us at 081-568-4164/2505/5612

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

Employment subject to successful National Agency Background Check. Must have or be eligible for secret clearance.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of Navy 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, or any other non-merit factor. The department of the Navy 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 them to NAFPersonnel@eu.navy.mil to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.