

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p>Application forms are available on the web site: http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	
<p style="text-align: center;">9. 応募書類提出先 Office to Submit</p> <p>- Hard copy submission: 書類の提出先は、嘉手納基地内 Bldg#3596 海軍人事課、キャンプフォスター内 Bldg#490AAFES 人事課、又はキャンプフォスター内 Bldg#495 海兵隊人事課にて受け付けています。 (Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster.)</p> <p>- Submission via E-mail: HROOkinawa@fe.navy.mil へ E-mail での提出を受け付けます。E-mail の Subject ライン に「JN Vacancy Announcement、(広報番号)、(職種名)、(応募者の氏名)」を必ず英語でご記入の上、履歴書を添付し、募集締切日までに提出してください。 ※メールでの履歴書受付最大枚数は10枚までとさせていただきます。それ以上の枚数での応募については選考の対象になりません。 (Applications will be accepted via E-mail. <u>In English</u>, please type in "JN Vacancy Announcement, (Announcement No.), (Job Title), (Applicant's Name)" in the Subject line and submit your attached resume to HROOkinawa@fe.navy.mil by the closing date. *** Applications will be accepted via e-mail maximum 10 pages ONLY. ***</p>	
<p style="text-align: center;">10. 事務処理欄 For Official Use</p>	
<p>問合わせ先 POC : CNRJ HRO Okinawa Satellite Office 軍電 (DSN) : 634-6750</p>	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

1. Responds to visitors and telephone calls for the department. Obtains identifying information and determines the nature and urgency of inquiries. Personally handles routine and technical communications or refers to other staff members, as appropriate.

1%
2. Responds to requests for appointments made by supervisory personnel, safety personnel and individuals, both military and civilian. Ascertains all medical surveillance examination needs. Works closely with requestors in coordinating scheduling of personnel, including groups. Contacts patients and/or points of contact to schedule return appointments, when necessary. Gives reminder calls to patients/points of contact to reduce the no-show rate.

2%
3. Reviews clinical testing requirements for requested physical examinations prior to initial appointments. Assembles necessary forms and records prior to patients' arrivals.

3%
4. Receives patients at the time of appointments. Uses database and physical logging systems to record information relative to the visit. Inputs patient and program data into computer in preparing individual SF600 facsimiles used to document screening.

5%
5. Assists patients in completing forms used in the medical surveillance process, including the OPNAV 5100/15, NAVMED forms 6260/5 and 6260/7, DD forms 2493-1 and 249302 and an assortment of general clinical forms. Initiates Medical Surveillance, Drivers and other qualification cards for issue/re-issue. Reviews completed forms. Assures that all required responses have been given.

5%
6. Interviews patients. Reviews medical records, utilizes industrial hygiene survey recommendations and asks questions, as necessary, to assess occupational and medical histories. Ascertains the type and degree of exposures to hazardous substances. Independently identifies current needs for medical surveillance/certification screening and initiates necessary screening procedures. Documents current skin testing and immunization history. Ascertains needs and refers to the Immunizations Clinic, if necessary.

20%
7. Performs visual examination and measures temperature, pulse and respiration. Obtains heights and weights. Conducts blood pressures testing. Performs visual acuity, depth perception and color vision testing.

12%
8. Using CHCS, orders clinical tests, which differ according to the types of screening being accomplished. Directs patients to the laboratory and other support areas, as necessary. Conducts occult blood testing. Documents findings on appropriate records. Prints out or picks-up results from departments providing support and routes copy findings to the examiner for review. Contacts patients and coordinates repeat or additional testing needs.

5%

9. Responds to patient questions. Provides routine counseling regarding program placement and the importance of patient compliance. Allays patient fears/concerns, when necessary.

2%

10. Maintains, retrieves and files clinical records. Pulls and assembles records, including clinical test results, prior to physical examiner. Informs the examiner about unusual findings. Acts as standby, if requested.

7%

11. Translates Japanese medical reports and records. Acts as interpreter for patient and examiner. Establishes contact with local physicians, when special communication is necessary.

1%

12. Places original documentation in patient records. Makes required copies and distributes, as necessary. Disperses and collects patient survey forms.

20%

13. Inputs patient dispositions into computerized data base following the examination. Counts and collates program-related data for productivity reporting purpose.

13%

14. Participates in the quality improvement process. Reviews completed records to assure that entries are complete, signed and dated. Uses checklists to assure that occupational safety and health standards are met.

1%

15. Calibrates the spirometer on a daily basis, records findings and retains resultant printouts in a log format. Routinely cleans and sanitizes spirometers. Obtains samples for bacteriological testing from cleansed equipment and submits to laboratory. Logs cultures results. Repeats cleaning and sampling process, whenever sanitizing processes are suspect.

2%

16. Projects medical/clerical supply needs. Assists in conducting inventories. Reports needs to supervisor. Stocks incoming supplies used in immediate work area. Pre-stamps/prepares clinical test requests prior to stocking.

1%

Performs other incidental duties, as assigned.