

Job Opening Report

Job Opening Summary

Job Opening ID 36818
Job Posting Title SAR COORD NF4
Job Code 093134(SAR COORD NF4)
Status 010 Open
Business Unit PER63(Albany Personal Services Unit)
Department 610501(SEXUAL ASSAULT PREV & RESPON
Company ALM(ALBANY MCCS)

Job Information

Created By 82766(ACHAIA GRAHAM)
Created 03/27/2019
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Establishment ID 25(Albany MCCS)
Business Unit PER63(Albany Personal Services Unit)
Company ALM(ALBANY MCCS)
Department 610501(SEXUAL ASSAULT PREV & RESPON
Status Code 010 (010 Open)
Status Reason
Status Date 03/27/2019
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 03/27/2019
Referral Program ID
Recruitment Contact
Relocation Authorized No
Telework Eligible No
Drug Test Required No
Security Clearance Secret

Positions		
Position Number	Description	Primary
ALM00011	SAR COORD NF4	No

Job Codes		
Job Code	Description	Primary
093134	SAR COORD NF4	Yes

Education and Experience	
Highest Education Level	Years of Work Experience
G-Bachelor's Level Degree	3.0

Language Skills	
Language	English

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	03/27/2019	04/01/2019
Intranet	Internal Posting	03/27/2019	04/01/2019

Job Posting Descriptions			
Visible	Internal and External		
Description	MCCS Job Opening Information		
Position/Grade	SAPR COMMAND SARC (SEXUAL ASSAULT RESPONSE COORDINATOR) NF4*		
Location	MCLB, ALBANY, GA	Type of Appointment	FULL-TIME (BENEFITS)
Open Date	27 MARCH 2019	Close Date	1 APRIL 2019
Who May Apply	ALL WHO QUALIFY	Salary	\$50,000 - \$60,000
Hours of Operation	VARIES		

Health Card
Required

Background
Check Required

Gun Control

Drug Testing
Position (DTP)

Valid Driver's
License Required

Visible Internal and External
Description Job Summary

Marine Corps Community Services (MCCS) is looking for the best and brightest to join our Team! MCCS is a comprehensive program that supports and enhances the quality of life for Marines, their families, and others in the Marine Corps Community. We offer a team oriented environment comprised of military personnel, civilian employees, contractors and volunteers who keep the organization functioning smoothly and effectively. As a service-oriented organization, we never waver in our commitment to our Corps.

This position is located at **MCLB, ALBANY, GA**. Candidates selected for this position will serve as a **SAPR COMMAND SARC NF4***.

Visible Internal and External
Description Major Duties

SUMMARY OF DUTIES: Serves as a special staff officer and subject matter expert to the commander. Assists the commander in developing, managing, and sustaining prevention and support programs and activities for the command's Sexual Assault Prevention and Response Program (SAPR) area of responsibility (AOR). Is responsible for all SAPR related functions and provides direct oversight of the command's SAPR program to ensure an integrated and transparent response capability and system accountability for sexual assault awareness, prevention, response, training, and victim care.

Provides guidance and technical assistance to the commander to include:

- ? Ensuring a 24/7 response capability for victims of sexual assault across the scope of the AOR;
- ? Providing direct and indirect services;
- ? Meeting all training requirements and training SAPR personnel, as needed
- ? Conducting the Marine Corps Command Resource Brief;
- ? Overseeing marketing of the SAPR program to include SAPR content on the command website(s) and promoting the SAPR Program by encouraging victims to come forward for service;
- ? Developing SAPR program guidance and reporting protocols and ensuring implementation, as applicable;

- ? Monitoring trends and recommending appropriate actions to mitigate risks and/or improve services provided;
- ? Conducting site assist visits, monitoring protocols and execution to ensure reporting requirements have been met;
- ? Establishing protocols for accurate and timely collection of specified data for input into the United States Marine Corps (USMC)/DoD sanctioned databases, e.g., the Defense Sexual Assault Incident Database, or case management system, as required;
- ? Coordinating all taskers with a nexus to sexual assault;
- ? Developing reports requiring a working knowledge of legal and regulatory statutes as they relate to varied sexual assault incidents, counseling and medical support situations, law enforcement actions, records and database management requirements;
- ? Ensuring compliance with DoD, Department of Navy (DON), and USMC policies and directives;
- ? Formulating and monitoring the budget for the program authorized and funded by the agency, and managing day-to-day operations to ensure compliance with mission, function, operation;
- ? Understand and adhere to the D-SAACP Code of Professional Ethics;
- ? May perform duties of an Installation SARC when directed by policy and supported by commander's AOR.

Is supervised by the appointing commander who may designate a command or supporting Marine Corps Community Services- point of contact to be the commander's liaison for administrative personnel matters such as timekeeping and budget support. Receives guidance and assistance from the supporting Marine Forces (MARFOR) SARC, the Higher Headquarters SARC, and various divisions and agencies to ensure resources are maximized for the benefit of the program.

The Command SARC will supervise command uniformed SAPR Victim Advocates (VAs) who are appointed and acting in the capacity of SAPR VA and civilian SAPR VAs if applicable to the commander's AOR. As such, the Command SARC is responsible for oversight and documentation of training and credentialing requirements for command appointed uniformed SAPR VAs, to include but not limited to: ensuring SAPR VAs meet all criteria and receive initial advocacy training; ensuring accuracy of Defense Sexual Assault Advocate Certification Program application; and ensuring annual continuing education requirements are met.

Handles sensitive information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. Safeguards sensitive information and prevents unauthorized reading, printing, retaining, copying or dissemination of information, messages, or correspondence in accordance with rules and regulations such as those covered by the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18. Notifies the higher level supervisor and senders immediately when proprietary information has been released and advises on how to properly recover, and/or protect information. Evaluates confidentiality and reporting requirements that could cause inappropriate release or disclosure of victim's identity and/or personal information, and issues that may require an evaluation of the possibility of legal action and the affect of potential adverse administrative action by the USMC or other agencies.

Due to the nature of work in this position, the incumbent may serve in an "on call" duty status outside of normal work hours that includes remaining in a reasonable call back radius, carrying a cell phone or pager; staffing the 24/7 Support line duty as needed; regularly checking email to respond to crises; remaining in a state of readiness to perform work with limitations on pursuing outside leisure activities; and/or reporting to a designated post of duty to be ready to or perform work.

May travel to complete work assignments, conduct or attend meetings, training events, site assist visits, court hearings, or inspections. All other SAPR-related duties, as required, to include support of command Memoranda of Understanding, Memoranda of Agreement, or Inter-Service Support Agreements. Conducts other duties as assigned.

Visible Description	Internal and External Qualifications
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MINIMUM QUALIFICATIONS: Completion of a four-year degree in behavioral health or social science AND three years of experience that demonstrates acquired knowledge of one or more of the behavioral health or social sciences equivalent to a major in the field OR an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained above. Skill to apply specialized knowledge of laws, regulations, and executive orders to issues relating to victim advocacy, sexual assault and other acts of interpersonal violence.

In addition to the above, the applicant should have the following:

- ? Specialized experience with social services delivery systems, concepts, principles, and theories relating specifically to sexual assault, victim advocacy, and other acts of interpersonal violence, and to the prevention of and response to sexual assault or other acts of interpersonal violence;
- ? Experience, education, or training which provides a general knowledge of principles of organizational management, administration, and using automated systems and programs;
- ? Comprehensive knowledge of program requirements, procedures, and help techniques for sexual assault programs;
- ? Comprehensive knowledge of various techniques of instruction and the design and use of methods of evaluation to measure effectiveness;
- ? Knowledge of rules, procedures and operations to perform procedural work to include preparing and editing documents and locating and assembling information for reports;
- ? Ability to assess program needs to accomplish goals and objectives, evaluate program status, recommend solutions for improvements, and manage a budget;
- ? Ability to advise top leadership and program officials on the policies, practices, procedures, issues, and concerns associated with sexual assault, other acts of interpersonal violence, prevention, response, and victim advocacy;
- ? Ability to provide information and one-on-one assistance to individuals under difficult circumstances using sensitivity, tact, and caring;
- ? Skill to maintain effective working relationships with individuals and organizations.
- ? The incumbent must have a valid driver's license and the ability to operate a motor vehicle.

This position has been designated as a position of public trust with a moderate risk level; therefore, as a condition of employment, the applicant must successfully complete, obtain, and maintain:

- ? A favorably adjudicated background investigation at the Tier-3 level; and successfully complete other required background checks (e.g. local/state).
- ? Defense Sexual Assault Advocate Certification Program (D-SAACP) certification.

As an employee, will be subject to the Continuous Evaluation Program or other designated system, as required. In the event derogatory information surfaces, action may be taken up to and including termination.

Must obtain and maintain the appropriate security clearance eligibility.

Visible Internal and External
Description How To Apply

All applications *must* be submitted online via the MCCS Careers website: www.usmc-mccs.org/careers

Resumes/applications emailed or mailed will not be considered for this vacancy announcement. To be considered for employment, the application or resume must be submitted online by 11:59 PM (EST) on the closing date of the announcement.

Note: To check the status of your application or return to a previous or incomplete application, log into your MCCS user account and review your application status.

Visible Internal and External
Description Closing Statement

GENERAL INFORMATION: Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, GINA, political affiliation, membership or non-membership in an employee organization, marital status, physical handicap which has no bearing on the ability to perform the duties of the position. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review: <https://www.donhr.navy.mil/NoFearAct.asp>.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check and Inquiries (NACI). For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total NET pay is mandatory as a condition of employment for all appointments to positions within MCCS.

Required Documents:

*Education/certification certificate(s), if applicable.

*If prior military, DD214 Member Copy

This activity 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, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement (may be obtained from the MCCS Human Resources Office) and present ID card with "TA" stamped in red on front of card.

INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT MAY BE CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.

ALL ONLINE APPLICATIONS MUST BE RECEIVED BY 1159PM EASTERN STANDARD TIME (EST) ON THE CLOSING DATE LISTED IN THE JOB POSTING.