



VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	037-20
<u>Job Title, Plan, Series, & Grade:</u>	Work and Family Life Consultant, NF-0101-04
<u>Location:</u>	Fleet & Family Support Center, Fallon, NV
<u>Status:</u>	Regular Full Time
<u>Salary:</u>	\$52,905 - \$56,432
<u>Opening Date:</u>	30 October 2020
<u>Closing Date:</u>	Open Until Filled. First Cutoff Date: 13 November 2020
<u>Area of Consideration:</u>	All Sources Relocation Expenses Negotiable

BRIEF DESCRIPTION OF DUTIES: The position is located within the Fleet and Family Support Center (FFSC) Fallon in Fallon, NV. FFSC provides quality of life, prevention, and crisis response programs to support the personal and family resiliency of active duty military, reservists, retirees, and their families. The incumbent is responsible for providing a wide range of one-on-one support, educational workshops, training, and resources within the areas of Work and Family Life Programs, to include workshops, briefs, and consultations on topics such as anger/stress management, resiliency, suicide prevention, family violence prevention, effective parenting, effective communication, time management, team building, and other life skills areas. Develops and delivers professional and current curriculum in small and large group sessions. Provides individualized consultation, as appropriate. May support other FFSC Work and Family Life programs as needed, such as relocation support, Individual Augmentee/deployment resources, family employment, transition, Exceptional Family Member Program support, and other FFSC programs. Provides crisis response in mass care, to include natural disasters and emergencies, in support of the FFSC crisis response plan. **Incumbent may be required to work nights, weekends, and holidays.** Performs other related duties as assigned.

QUALIFICATIONS REQUIRED:

- A minimum of an Associate's degree in education, social/behavioral sciences or related field coupled with 2+ years' experience providing adult education and/or work/family life consultation **and/or** 4+ years' experience providing adult education and/or work/family life consultation.
- An understanding of the military lifestyle and the objectives of military family support programs.
- Ability to express oneself orally and in writing in a professional manner to deal with diversified groups and the ability to work collaboratively with other agencies to establish positive relationships.
- Knowledge of Microsoft Office Suite Software.
- Driver's license and insurance for local travel (mileage reimbursed) to provide briefs/training.
- Must meet federal suitability requirements including successful completion of background investigation.

HOW TO APPLY: Submit a NAF Employment Application with resume, if applicable, to the NAF Human Resource Office, Building 308, 4755 Pasture Road, Naval Air Station, Fallon, NV 89496 or fax to (775) 426-2839. Applications can be obtained at <http://navylifsw.com/fallon/about/jobs>. Submitted applications and resumes will be kept for 90 days. Applicants who do not meet the above requirements may not be interviewed. We reserve the right to close this position without further announcement.

PARTICIPATION IN DIRECT DEPOSIT UPON EMPLOYMENT IS MANDATORY.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the

number above. The decision on granting reasonable accommodations will be on a case-by-case basis.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
APPLICANTS WHO DO NOT MEET THE ABOVE REQUIREMENTS MAY NOT BE
INTERVIEWED**

Must meet Federal Employment suitability requirements and successful completion of background investigation. Background investigations are conducted using fingerprint identification and completion of background inquiry form.