

Vacancy Announcement Number: 058-17

Job Title, Pay Plan, Series, & Grade Social Services Specialist NF 0101-04

Location: Naval Air Station Fallon, NV

Status: Regular Full Time

Salary: \$49,000.00 to \$53,083

Opening Date: 27 September 2017

Closing Date: 1st Cut Off – 11 October 2017

Area of Consideration: All Sources

BRIEF DESCRIPTION OF DUTIES: Develops and updates professional and current curriculum lesson plans and presents General Military Training (GMT), seminars, workshops, and classes in varying lengths to address FFSC services in general, Transition Assistance Management Program (TAMP), Family Employment Readiness Program (FERP), Personal Financial Management (PFM) and Ombudsman support. Conducts one-on-one consultation for clientele in programs listed above in line with standards. Serves as Lead for the Personal Financial Management program. Works with the trained CFSS, Navy Marine Corps Relief Society and Consumer Credit Counselors to coordinate budgeting and debt management.

QUALIFICATION REQUIREMENTS: A Bachelor's degree in education, human/social services, or a related field or approximately 3 years experience providing training or education services to small or large groups with demonstrated effective presentation and facilitator skills. A minimum of one year demonstrated experience in interviewing customers, making appropriate referrals and handling a high volume of requests. Ability to obtain National certification as an Accredited Financial Counselor within two years of hire.

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://navylifesw.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 forms**