



JOB TITLE	Sexual Assault Response Coordinator (SARC) / Education Services Facilitator (ESF)
AGENCY	Commander, Navy Installations Command
BRANCH	N912 Sexual Assault Prevention and Response
JOB ANNOUNCEMENT NUMBER	FFR17-0068
SALARY RANGE	\$60,000.00 - \$79,000.00 Yearly Plus 10% Post Differential
OPENING DATE	Friday, January 13, 2017
CLOSING DATE	Friday, February 10, 2017
SERIES & GRADE	NF-0101-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Naval Support Facility Diego Garcia
WHO MAY APPLY	Worldwide

*Amended Other Information on 1/17/2017.

JOB SUMMARY

This position is that of a fully credentialed Sexual Assault Response Coordinator (SARC)/Education Services Facilitator (ESF). This position provides sexual assault prevention and response coordination, education and life skills services for Fleet and Family Support (FFS) Services for Diego Garcia. The primary purpose of the SARC position is to provide sexual assault prevention and response coordination to both installation and tenant command, permanent parties and deployed forces that are in the area. This position is also responsible for providing supervisory oversight to SAPR professional and volunteer Victim Advocates who are responsible for sexual assault responses, non-clinical consultation and education relating to the Sexual Assault Prevention and Response of program.

The primary purpose of the Education Services Facilitator (ESF) position is to plan, implement, and administer education services/programs. The ESF provides the education & training portion of FFS Core programs. These programs include delivering education services such as assertiveness training, anger management, parenting skills, suicide awareness/prevention, stress management, OMBUDSMAN support, deployment support, family advocacy prevention education, return & reunion workshops, career development education, including Transition Assistance Program/Relocation Assistance Program (TAP/RAP) classes, etc. The ESF provides consultation to leadership on an array of FFS programs, particularly those concerning life skills issues and assists leaders at all levels in developing individualized training plans for specific commands/units.

DUTIES AND RESPONSIBILITIES

The incumbent provides overall management, implementation and execution of the Sexual Assault Prevention and Response (SAPR) program to include sexual assault awareness, prevention, training and victim advocacy and support services, ensuring comprehensive victim services are provided through a coordinated community response. Towards this end, the incumbent is cross trained in all positions within the SAPR program. Assist Commands in their area of responsibility (AOR), as assigned, in executing the goals of the SAPR Program, to include providing sexual assault response coordination in a deployed environment. The incumbent is notified of all reports of sexual assault within their AOR and provides case management of all reported cases of sexual assault from initial report through final disposition. Co-chairs and ensures all unrestricted reports of sexual assault are presented monthly to the Sexual Assault Case Management Group (SACMG) until transfer/closure. Ensures cases to be transferred are completed expeditiously and victim confidentiality is maintained. Conducts ongoing assessments with consistency and effectiveness of the SAPR program and service care system with their AOR and supports the development and implementation of the SAPR program. Tracks the status of the SAPR Program within their AOR: issues, trends, areas needing improvement, effectiveness of local case management, and installation climate. Ensures collection of data to include, but not limited to, number of cases received, trainings provided, and personnel trained at installation, in compliance with CNIC HQ SAPR policies and guidance. The incumbent communicates directly with the SAC senior commander to provide regular updates regarding SAC SAPR implementation and assists with meeting annual SAPR training requirements. Coordinates sexual assault awareness and prevention education briefs and workshops to

increase the understanding of what constitutes sexual assault, to reinforce that it is a crime, and to ensure that personnel know the full range of reporting options. Ensures that COs, XO's, SAPR Command POCs and other key installation personnel meet training requirements and fully understand the expanded SAPR program. Tracks, at a minimum, what subordinate units require SAPR VAs, maintains a roster of those SAPR VAs and status of their training and rotation dates. Interfaces with military and if available, civilian agencies to identify relevant resources and means of accessing appropriate services to promote availability of victim advocacy services and support systems. Collaborates with local community crisis counseling centers, as needed, to augment or enhance the installation SAPR program. Serves as a non-clinical trainer/educator and is responsible for the delivery of a wide variety of education services to FFSC customers in a group or classroom setting, and responsible for the coordination and completion of special project activities. Represents the FFSC at military and community organization meetings concerning matters, programs, and services, which assist military personnel, family members or the retired community. Serves as liaison with appropriate city, county, state, federal, and non-government agencies, as well as military commands, to further a comprehensive education/prevention program with regards to social services affecting military personnel, such as the Military Child Education Coalition.

QUALIFICATIONS REQUIRED

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 in the above.

In-depth knowledge of the Navy organization, mission, and lifestyle. Knowledge of the professional methods necessary to counter any inherent psychological and/or socioeconomic stresses caused by prolonged separations which affect individuals, families, mission performance, and command readiness.

Knowledge of, and experience in, the delivery of education services with a focus on human/personal growth and development. Proven skills in developing and coordinating family enrichment programs to meet identified needs. Professional knowledge of adult learning theories.

Expertise in program development, curriculum delivery, curriculum review and update. Ability to interpret program evaluations, assessment feedback, survey data and to implement results in program delivery and market planning.

Extensive experience and expertise in public speaking. Ability to present information to large, medium, and small groups of people in a clear and concise manner. Skilled in the use of program presentation technology including PowerPoint software, automated projectors and audiovisual equipment, laser pointers, etc., and the ability to train others in presentation skill building.

Ability to communicate effectively both orally and in writing. Ability to meet and deal effectively with diversified groups, organizations and individuals, as well as maintain and establish clear relationships and lines of communication at all levels using tact and diplomacy in all interactions. Ability to compose written reports and give clear, concise and effective oral presentations. Skill in written and oral communication sufficient to develop course curriculum and standard operating procedures, etc. Skill in consulting with management and employees to obtain or exchange information about work objectives, processes, procedures and policies.

Exposure to or experience in the military lifestyle and demonstrated knowledge of military community support programs. Knowledge of FFSP mission, functions, policies and procedures, mission requirements, program goals and objectives.

Demonstrated abilities in agency collaboration and network development.

Ability to utilize personal computers and knowledge of a variety of software (i.e., MS Word, MS Excel, MS PowerPoint) for the purpose of job accomplishment.

Knowledge of working with victims of sexual assault or working in victim advocacy and victim advocacy services required and experience working with the Navy SAPR program. Must have knowledge of the dynamics of sexual assault and local community resources for sexual assault victims. Knowledge of the military, Department of Defense (DOD), and Sexual Assault Prevention and Response (SAPR) program, along with local, state, and federal laws and military regulations pertaining to victims of sexual assault is preferred.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

This is a Noncritical Sensitive Position. Department of Navy Background check must be completed and contain favorable results, specifically no convictions of sexual assault or domestic violence.

Occasional travel off the installation and outside of the region may be required in order to attend and/or participate in conferences and meetings.

RELOCATION

Authorized

TRAVEL REQUIRED

Travel may be required up to 10% or less.

OTHER INFORMATION

Navy NAF employees will have return rights to their current position. Return rights for other current DoD employees must be negotiated with the losing command/installation. Candidates not associated with DOD/DON are ineligible for return rights.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants MUST apply online at www.USAJOBS.gov. We no longer accept emailed applications.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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 on this form and in the job vacancy announcement, you may lose consideration for the job. Applications received after the closing date will not be considered. If selected for an interview, applicants can expect

to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.