

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

4 June 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-063

POSITION: Victim Advocate Coordinator (D2183000) GS-0301-07/09 EXCEPTED POSITION

LOCATION: Deputy Chief of Staff Personnel, Augusta, Maine

SALARY RANGE:

\$39,570 to \$51,437 per annum **GS-07**

\$48,403 to \$62,920 per annum **GS-09**

CLOSING DATE: 19 June 2015

AREA OF CONSIDERATION:

AREA I- All permanent and indefinite Excepted Enlisted (**E-6 and above**) or Warrant Officer (**CW3 and below**) Technicians in the Maine Army National Guard and personnel with reemployment rights to MEARNNG positions.

AREA II- All Enlisted (**E-6 and above**) or Warrant Officer (**CW3 and below**) Members of the Maine Army National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level; must have twenty-four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of Maine Army National Guard units and their mission.
2. Ability to develop and facilitate training.
3. Ability to compile reports, letters or memorandums or person to person contacts to convey information.
4. Skill in interpreting regulations, policies or laws and provide guidance.

GS-09

1. Knowledge of social services work, counseling services, psychosocial principles and theories, and group dynamics of families and individuals.
2. Knowledge of sexual assault and family violence dynamics, local community resources, and relevant federal and state law (such as DOD SAPR or Army SHARP Programs)
3. Ability to develop and facilitate effective prevention and education trainings.
4. Skill in entering data in required management reports and utilizing information systems to prepare required reports and information.
5. Ability to communicate orally and in writing; to deal with diversified groups, individuals and organizations, and to compose written reports and material.
6. Ability to interact with diverse individuals during crisis situations, including persons in the medical, legal, and social service communities.

SELECTING PLACEMENT FACTOR:

40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training complete or must be completed within 6 months of placement/appointment. **(Must provide the certificate of training if completed)**

Tier 2 Background Investigation is required prior to placement/appointment. Tier 2, a moderate-risk, non-critical position in accordance with the 2014 Federal Investigative Standards.

Must have and maintain a Secret security clearance (**must provide JPAS printout or memorandum from Security Office**)

Letter of recommendation from current immediate commander/supervisor

NOTE:

This position is designated for drug testing.

A credentialing package will be submitted and approved for certification from the Department of Defense Sexual Assault Credentialing Program Certification (D-SAACP).

Selected individual that has not completed their 40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training and not credentialed by D-SAACP, will **NOT have direct contact with victims or access to victim records.**

VA is a position of significant trust and authority. As directed by the Secretary of the Army, prior to appointment and continued retention, the selected individual will be required to complete a behavioral health screening/assessment.

Military Chaplains, Law Enforcement Personnel, Commanders, JAGs, and Health Care Providers, who have clinical responsibilities to treat sexual assault victims, are *ineligible* and *prohibited* for placement/appointment to all SARC and Victim Advocate Positions.

COMPATIBILITY CRITERIA: WMOS: 420A, 670A
MOS/CMF: 42A, 68G, 68W, 68X, 68Z

SUBSTITUTION OF EDUCATION FOR THE SPECIALIZED EXPERIENCE:

Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-

0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

POSITION DUTIES:

PD released as part of PDR 13-1005 - Victim Advocate Coordinator.

1. Serves with the JFHQ Sexual Assault Response Coordinator (SARC) as the designated specialist of victim support services who coordinates and oversees local implementation and execution of the Sexual Assault Prevention and Response (SAPR) and Sexual Harassment Assault Response & Prevention (SHARP) Programs. Ensures overall local management of sexual assault awareness, prevention, training, and victim advocacy (VA). Provides collateral duty victim advocate support by providing, along with the JFHQ SARC, advice, guidance or victim services question clarification. Incumbent is required to maintain a network of victim advocacy services contacts to ensure 24/7 availability. Provides comprehensive advocacy services to individuals exhibiting a wide range of issues related to being a victim or survivor of sexual assault. Assist victims in developing safety plans, conduct a risk assessment, and provide emotional support, crisis intervention, prevention awareness and education to victims. Assesses the need for immediate victim response and develops a plan for assistance. Adheres to policy and procedures in ensuring protected information is kept confidential under the restricted reporting policy. Aids the JFHQ SARC to develop and implement an appropriate plan of action when a in crisis situations presents. Maintains contact with clients through follow-up support for ongoing needs related to coping with sexual assault incident(s). Conducts safety planning. Under the direction of the JFHQ SARC, initiates the notification process with agencies such as law enforcement, safe shelters, and state command to ensure safety and well-being for the victim, affected Family members, and the community when victims have selected the option for an unrestricted report. Assess safety concerns (if victim declines services) and when appropriate, provides information on victim services and resources available through civilian agencies.

Recognizes symptoms of emotional distress or social disorganization which may require immediate professional intervention and refers cases to appropriate professional medical and/or social services staff. Possesses knowledge of local services and support for victims of harassment or assault and provide clients with information, referrals and applicable resources available through the military and local communities. Informs individuals of reporting options, their rights and responsibilities as a victim. 30%

2. Works with the JFHQ SARC to support state National Guard (NG) units in the completion of required training and may conduct training as needed. Training may include: State and unit Victim Advocates, ARNG SARC/SHARPs at brigade and battalion, SARC/VAs at Wing and Squadron, Sexual Assault Review Board (SARB) members, first responders and prevention and awareness information. Conducts educational and training workshops/seminars about the prevention of sexual harassment in coordination with Equal Opportunity Advisors (EOAs) and State Equal Employment Managers (SEEM). Conducts prevention and response training on sexual assault for NG Service members, community agencies, units and leaders about identifying victim services, defining sexual assault; determining safe and confidential ways to seek assistance; safety planning; protective orders; bystander intervention techniques, identification, reporting, intervention, treatment services for victims of sexual assault, command responsibilities; DoD and Service specific regulations and policy, State laws; and the sharing of information pertinent to victim empowerment and enhancing life skills. Assists JFHQ SARC and Brigade and Battalion SARC/SHARPs in conducting training to Soldiers, Airmen, commanders, and first responders such as medical staff, and law enforcement officials. 10%

3. Ensures victims of sexual assault receive all needed guidance and emotional support during administrative, medical, investigative, and legal procedures, and that victims understand the processes involved and that Personal Identifying Information (PII) data will be collected, reported, and maintained only for unrestricted report cases. Accompanies victims and provides support in securing medical treatment for injuries; safe shelter; protective orders; court hearings; support before, during and after trials; appointments; educational services; transportation; financial services, and follow-up assistance. Conducts command consultations. Refers victims to other community services as required to include DoD Safe Helpline services, and individual support to victims at the point of service. Understands and anticipates the nature of the position requiring off-duty hour support to include a 24-hour rotation for advocacy services to victims. 30%

4. Serves on the Sexual Assault Review Board (SARB) or Case Management Board. May serve on community boards and committees representing the SAPR and SHARP Program. Addresses victim services as they relate to sexual assault. 10%

5. Serves as the point of contact in coordinating victim care from initial report to resolution of victim's health and well-being, providing comprehensive assistance and liaison to and for victims of sexual assault. Land referrals to civilian agencies for those victims of spouse abuse; serves to educate personnel within the state's ARNG and ANG units regarding the most effective responses to sexual assault on behalf of victims and at-risk individuals. Works with the state leadership, Unit Commanders, and first response groups to improve systemic barriers to victims' services and offender accountability. Maintains strict regulatory confidentiality of information at all times. Coordinates services for victims with service support and community organizations and agencies - law enforcement, Staff Judge Advocate, legal assistance, medical treatment facilities, crime victim's compensation offices and sponsoring commands. Contacts unit commanders to obtain assistance and support in advocating for the financial and other needs of victims. Maintains cooperative working relationships with military, state, and local action agencies to include attorneys, Rape Crisis Centers Army Substance Abuse Program, and Chaplains. Assists the JFHQ SARC in conducting SAPR/SHARP-related community activities to include but not limited to the Sexual Assault Awareness Month (SAAM). Originates and publishes news/media articles of interest regarding sexual assault prevention and awareness. Conducts community needs assessments to determine program effectiveness. Assists JFHQ SARC in completing and maintaining required program files and client records. Compiles and submits program reports, data and evaluations. Ensures other collateral duty state SAPR VAs are not assigned to respond to sexual assault cases until receiving certified SAPR VA/SHARP training, completing the background check requirement, and receiving provisional certification. Maintains an up-to-date information and referral resource handbook. Keeps the JFHQ SARC and the victim's commander informed of client progress in unrestricted reporting cases and drafts related program correspondence for review and approval by JFHQ SARC and Brigade Commander. 20%

6. Performs other duties as assigned.