



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

ANNOUNCEMENT #28-09

FAMILY PROGRAM SPECIALIST

Opening Date: 22 September 2009	20 October 2009
Position: Family Program Specialist	Series/Grade: GS-0301- 09
Salary Range:	GS-09-\$40,949.00-\$53,234.00 Plus 25% COLA
Military Requirements:	OFF: O2-O3 01A, 36PX 3AXXX, 3SXXX Warrant Officer: WO1-CW3 MOS: 011A ENL: E4-E8 MOS: Immaterial
Position Description#	90059000
Location:	JFHQ
Type of Appointment:	EXCEPTED
Selecting Official: LTC Linda Cills, Branch Chief	

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard and other individuals who are eligible for membership in the Virgin Islands National Guard.
NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.

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BRIEF DESCRIPTION OF DUTIES

This position is located in the Joint Force Headquarters (VING), Manpower and Personnel Directorate (J-1), Support Programs Division. The primary purpose of this position is to serve as a team member and advisor on Family Program issues, assist in the development, planning, implementing, and administering the Family Program concerning family and quality of life issues. Serves as an advisor on quality of life and Family Program matters for National Guard and reserve members with the goal of maximizing retention and readiness. Assists in planning, maintaining, and updating an ongoing system of information and referral for use by the military community. Receives and maintains volunteer hours contributed; supports Family Readiness Groups; designs and conducts training programs for volunteers; and designs and conducts volunteer recognition

activities. Serves as representative at conferences and meetings on quality of life and Family Program matters. Plans and coordinates mobilization processes for pre-deployment, deployment, and post-deployment issues. Advises chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness. Coordinates the state family youth program that addresses issues and concerns of youth related to Guard life and youth readiness and well being. Performs other related duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

General Experience

Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

Specialized Experience

Applicant must have twelve (12) months of specialized experience to qualify for the position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Knowledge of the principles, policies, program goals and methodology of the National Guard quality of life programs, including factors that affect work and leisure environments, to administer a program that provides information about individual and family social problems and referral to social service programs and agencies, information about National Guard assistance programs, to gather and analyze information on problems and difficulties of obtaining assistance using the current system, to provide programs that address such problems, and to recommend action to improve the system.

Ability to provide briefings and training to staff and units to obtain their support of the program.

Ability to establish and manage a volunteer program, including recruiting, developing and maintaining a list of organizations that can utilize volunteers, maintaining records of volunteer contributions, and establishing a system for recognizing the contributions.

Skill in establishing and maintaining effective working relationships using tact and diplomacy in interacting with individuals/families and program support representatives.

Skill in using various computer software databases, spreadsheet and word processing.

Ability to collect, evaluate, and disseminate information and assess strengths, weaknesses, and needs of serviced population in order to establish program goals, objectives, and procedures.

Ability to communicate effectively both orally and in writing.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. **Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application. **TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records. Copy of transcript MUST be included with application.****

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: OFF: O2-O3 01A, 36PX; Warrant Officer: WO1-CW3, MOS: 011A; ENL: E4-E8 MOS: Immaterial 3AXXX, 3SXXX
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:


CAROLYN Y. LANCLOS
MAJ, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:

(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.

(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.