



75th Force Support Squadron Hill AFB, Utah

NAF Vacancy Announcement

10-017

POSITION:

Position / Grade: Exceptional family member Program (EFMP) Coordinator / NF-0101-04

Location: Airman & Family Readiness Center, Hill AFB, UT

Salary: \$26.50 per hour

Category: Regular (20-40 Hours per week) with benefits

Opening Date: 02 August 2010

Closing Date: Open Until Filled
(First review will be 16 August)

Area of Consideration: Open To All

DUTIES AND RESPONSIBILITIES:

Serves as the Installation Exceptional Family Member Program-Family Support (EFMP-FS) Coordinator responsible for establishing, implementing and maintaining the family support portion of the Exceptional Family Member Program in coordination with installation's EFMP assignments and medical functions for active duty sponsors of family members who have special needs as defined by the Exceptional Family Member Program. Duties include but not limited to: command/community information and education, automated EFMP-FS tracking, family find activities, respite care, information and referral, advocacy, marketing, coordinating recreational and cultural activities, monitoring program compliance and supervision. Develops and promotes the installation activity EFMP by establishing and maintaining contact with State and local governments, to include civilian sector educational and service organizations to ensure maximum availability of resources/services for eligible military families through membership or an active participation in various boards, networks and committees. Assist families in the navigation of support systems both on-and-off the installations. Develops, delivers and coordinates delivery of EFMP command information and education program on a variety of topics such as Individual Family Support Plans (IFSP), Extended Health Care Options (ECHO) and etc. Seeks out opportunities to provide EFMP information at awareness briefings for command, unit and community organizations, base orientation, and relocation sessions to educate, recognize, identify and refer members to appropriate services for assessment and counseling. Distributes and displays marketing and informational material in strategic locations such as medical facilities, TRICARE services center, Airman and Family Services facilities and other appropriate locations aboard the installation to ensure maximum publicity of program resources. Develops website content and writes articles for newspapers and newsletters. Serves as a member of IDS/CAIB. Chairs the installation EFMP Committee comprised, but not limited to the representatives from Airman and Family Services Flight, the Medical Treatment Facility (MTF), Military Personnel Flight (MPF), Civil Engineering (CE), Community Recreation and School Liaison Officer (SLO). Other on-and-off base partners may participate as needed. Establishes and maintains cooperative relationships among the components in order to ensure delivery of integrated program/services. Monitors program compliance in accordance with the National Defense Authorization Act (NDAA) and public laws mandating educational and/or related services to individuals with disabilities. Coordinated activities within the Force Support Squadron for child and youth programs, and provides information to families on services that are available. Coordinates with community agencies on family find activities that emphasize the benefits and availability of resources and encourages sponsors to enroll family members in the mandatory EFMP. In coordination with MTF, monitors and liaisons with housing referral, youth

services, the education center, and coordinators of program resources to consolidate efforts of respite care services for special needs family members. May coordinate personnel, transportation, equipment, and materials to support referrals. Develops a consolidated portfolio of community resources such as Family Advocacy Program, financial assistance, medical care facilities, Easter Seals, AFAS respite care, and community resources. Documents the recommendations, placements and EFMP issues in AFFIRST. Tailors family support services to address the specific needs of the installation demographics. Establishes and maintains installations EFMP Committee and/or Task Force quarterly minutes. Requests Q-coded sponsor list from the Military Personnel Section monthly. Sends letters and/or emails to Q-coded sponsors via AFFIRST on available services and resources. Queries active duty sponsors during in processing, out processing, child/youth registration and special education placements. Develops bi-annual workshops to provide information to sponsors and families about their rights and responsibilities under local, state and federal laws. Performs administrative functions associated with the training, education and outreach program plan. Collects, analyzes and maintains training, education and outreach material such as: listing of services and resources, information and the command outreach concept and plan, reports and surveys. Identifies program resources requirements and provides budget input for manpower, supplies, and equipment. Accesses AFFIRST to gather information. Handles sensitive information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. Safeguards sensitive information and prevents unauthorized reading, printing, retaining, copying or dissemination of information, messages, or correspondence in accordance with rules and regulations such as those covered by the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18. Notifies the higher level supervisor and sends immediately when proprietary information has been release and advises on how to properly recover, and/or protect information.

QUALIFICATIONS:

Bachelors degree in a Behavioral Health or a related Social Science, or combination of equivalent education and experience and/or four years of appropriate experience that demonstrated knowledge of one or more of the behavioral or social sciences and working in a family support capacity with special needs families. Knowledge of social services delivery systems as well as a wide range of concepts, principles, theories and practices relating to one or more of the social or behavioral science fields. Skill in conducting interviews to establish the nature and extent of concerns/issues, Ability to communicate effectively both orally and in writing. Subject to satisfactory completion of National Agency Check with inquiries.

HOW TO APPLY:

Current Nonappropriated Fund employees must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. on 15 August 2010 to be considered for first referral on 16 August 2010.

External applicants must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"
3. Prior Military, submit a copy of your DD 214
5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than by 4:00 p.m. on 15 August 2010 to be considered for first referral on 16 August 2010.

Application packages can be found on our website at: www.75thforcesupport.com/hro/index.html

All applications are submitted to:

75 FSS/FSMH
Human Resources Office
5713 E. Ave., Bldg 460, Annex
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: 75fss.fsmh@hill.af.mil

FOR ADDITIONAL INFORMATION CONTACT: 75 FSS/FSMH, DSN: 777-1080 or CMCL: (801) 777-1080.

OTHER INFORMATION: All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

Relocation expenses are negotiable

NONMERIT FACTORS: Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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