



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **10-10**

Position: Case Worker, Exceptional Family Member Program (EFMP) Open: 03 Mar 2010
NF 0101-04 Close: **UNTIL FILLED**
\$45,000 - \$55,000 annually

Location: Marine Corps Community Services, Marine & Family Services, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall, Arlington, VA 22214-5003

Area of Consideration: All Sources.

Description of Duties: Serves as the Installation non-clinical Case Worker for the Exceptional Family Member Program (EFMP) and manages services that include intake, identification, assessment, evaluation, tracking and referral of eligible family members enrolled in the EFMP. Serves as a liaison to and works closely with health care professionals on access and provision of available services and resources at the command to ensure best possible care in accordance with community, national and Marine Corps standards. Facilitates referrals to appropriate specialists. Assists in identification of community resources. Manages and monitors the member's progress from enrollment to access to services. Serves as an advocate for and assists Marines and their families in accessing available resources and services to support individual needs. Participates in meetings (as requested by parents) between Marine families and special needs support professionals to develop the Individual Education Plan (IEP). Assist families in assertively pursuing rights to resources available to them. Prepares evaluations and recommendations to assist eligible members in connecting with appropriate resources and services. Assists in coordinating referral for care and resources with internal and external referral sites in the local area. Educates referral sources, community agencies and service organizations regarding scope and management of the EFMP. Maintains a detailed and consolidated portfolio of services for special needs families at the command and in the local community. Participates in coordination and execution of special needs camps, support groups for EFMP families, special events and workshops coordinated by the EFMP. Assists in checking that EFMP staff complete training in compliance with Marine Corps Order (MCO) 1754.4. Maintains personal records of staff training completion for review by the respective manager. Participates as assigned in the Special Needs Evaluation and Review Team (SNERT) as outlined in MCO 1754.4. Participates in the maintenance and development of a library of special needs educational, referral and resource materials. Works with assigned families to coordinate use of the EFMP Respite Care Program. Works in concert with the EFMP team to ensure the program works effectively to support families while maintaining compliance with all legal and regulatory guidance. Organizes work and sets short and long term priorities. Adheres to safety regulations and standards. Uses any required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

Type of Appointment: Regular Full Time (35-40 hours/week)

Tour of Duty: Daytime hours with occasional nights and weekends. Schedule may be changed based on business requirements.

Evaluation Criteria: Applicants who meet basic qualifications will be evaluated and ranked in relative order based on the following job related skills, knowledge, and abilities:

Bachelors degree in a Behavioral Health or a related social science, or combination of equivalent education and experience, or four years of appropriate experience that demonstrates knowledge of one or more of the behavioral or social sciences and working in a case management capacity with families who have members with special needs.

Applicants will also be rated on the extent and quality of the total experience, education, training and personal qualifications on their applications.

How to Apply: Interested applicants may submit their applications or resumes to the HR Officer at the above address, by fax (703) 979-3648 or e-mail hendersonhall.vacancies@usmc-mccs.org. They may call (703) 979-8420, extension 306, for further information.

Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement and present ID card with "TA" stamped in red on front of card.

As part of the employment process, MCCS may obtain a Criminal Record Check and/or an investigative Consumer Report. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization.

MCCS is a drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

MCCS provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the HR department at 703-979-8420, extension 307. The decision to grant an accommodation will be made on a case-by-case basis. It is DoN policy to provide a workplace free of discrimination and retaliation. For your review, the DoN No Fear Act policy link is <https://www.donhr.navy.mil/NoFearAct.asp>.