



## VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **11-10**

**Position:** Victim Advocate  
NF 0101-04  
\$50,000 - \$55,000 annually

Open: 05 Mar 2010  
Close: **UNTIL FILLED**

**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:** Provide immediate support to victims. Evaluates needs and provides information as required about domestic violence and sexual assault, safe and confidential ways to seek assistance, their rights as military service members or spouses, military and civilian orders for protection, and the resources (civilian and military) available to them. Provide crisis intervention, safety assessment and planning, arrange transportation to shelters and medical, legal and support group appointments when appropriate; and accompanies victims to interviews by investigative agencies and to court. Perform case coordination including consulting with the Behavioral Health Branch staff regarding the development of an appropriate plan of assistance/intervention which provides for the safety of the victim; provide information to the Case Review Committee (CRC)/Incident Determination Committee (IDC) and Family Advocacy Committee (FAC); Sexual Assault Case Review Board (CRB) as required; and assist the Behavioral Health Branch staff in making referrals to other helping agencies. Advocate for the expressed interest of the victim to all intervening agencies and provide testimony in military and civilian courts if required. Coordinate services and outreach with the Sexual Assault Response Coordinator as required for active duty victims of sexual assault and annual command training requirements. Participate in outreach/training with Prevention and Education Specialist for special events and annual command training requirements and write articles as required for web page and local publications. Maintain records of all contacts, referrals and outcomes with victims per HQMC guidelines; ensure that the appropriate Behavioral Health Branch staff are fully aware of the victim's situation; and ensure the confidential handling of all documents or conversations relative to victim care. Provide statistical data to the Behavioral Health Branch Program Manager. Adhere to safety regulations and standards. Use any required safety equipment, and observe safe work procedures. Promptly report any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adhere to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Perform other related duties as assigned.

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

**Tour of Duty:** Generally from 0730 to 1630 Monday through Friday with occasional nights and weekends and some after-hours contact via cell phone by victims. Schedule may be changed based on business requirements. Some driving in the National Capital Region required to escort victims to medical, police, court and support agencies in the NCR and to provide training.

**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:

Shall possess a Bachelors Degree in social work, psychology or related social sciences field and two (2) years experience in related Victim Advocacy field, working with family violence, sexual assault victims, and demonstrated experience in outreach, and program development within the last five (5) years or an appropriate combination of education and experience that demonstrate possession of knowledge and skill equivalent to that gained in the above. Must be able to communicate in a professionally competent manner orally and in writing at the individual/ personal, practitioner, unit, and command levels. Must be able to provide instruction to small (15 persons or less), intermediate (16-49 persons) and large (50 persons or more) groups. Must be proficient with Microsoft Office computer programs. Must possess familiarity with military lifestyle and rank structure and a demonstrated ability to deal assertively yet tactfully with personnel at all civilian and military levels. Occasional lifting and carrying up to 50 pounds without assistance may be required when setting up training facilities or transporting equipment for briefs. Possess a valid driver's license to conduct training in the NCR. Must be available by cell phone 24 hours per day, 7 days per week.

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 and resumes to the HR Officer at the above address, by fax (703) 979-3648 or e-mail [hendersonhall.vacancies@usmc-mccs.org](mailto: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>.