

**VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

TYPE OF VACANCY: Non-Appropriated Fund Vacancy

OPENING DATE: Open Continuous

JOB TITLE, SERIES AND GRADE: Child Care Program Assistant (Entry Level 2)
CC-1702-01

STARTING RATE: \$9.34 per hour

LOCATION: D/Community Services
Family Services Division

AREA OF CONSIDERATION: All Nonappropriated Fund
Activities and Outside Sources

TYPE OF APPOINTMENT: Flexible

DUTY SCHEDULE: Unscheduled

STANDARD REQUIREMENTS: Direct Deposit Is Required. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTE: THIS ANNOUNCEMENT CANCELS PREVIOUS ANNOUNCEMENT DATED APRIL 2002. ALL APPLICANTS WHO HAVE REQUESTED CONSIDERATION UNDER THAT ANNOUNCEMENT MUST RE-APPLY.

SUMMARY OF DUTIES: Serves as a Child and Youth Program Assistant (CYPA) in one or more CYS programs. Assists in providing and leading planned activities for program participants. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Promotes and models safety, fitness, health and nutrition practices. Provides care/supervisors, oversight, and accountability for program participants in compliance with DoD, Army and local polices, guidance, and standards.

QUALIFICATION REQUIREMENTS: Candidate must:

- Possess a high school diploma or GED certificate.
- Be able to communicate in English (both written and verbal).
- Be 18 years of age at the time of appointment.
- Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.
- Documentation of good mental and physical health and freedom from communicable disease.
- Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering; or drug related offense) of Local and National Background Checks

SPECIAL CONDITIONS OF EMPLOYMENT: All required background checks of AR 215-3, Chapter 2-13; i, must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with Inquiries (CNACI). Satisfactory completion of required training must be accomplished within six months of appointment leading to reassignment to CYPA (Skill Level - 3). Failure to achieve desired training with demonstrated competence may result in separation.

SPECIAL REQUIREMENTS:

1. Incumbent will be required to successfully complete background clearance check.
2. Incumbent must possess the required training (CC Entry Level) CPR, First Aid, Child Abuse Reporting and Child Development.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) and DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, Attn: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference must register within six months after arrival at this agency.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant