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**NAF VACANCY ANNOUNCEMENT**  
**MARINE CORPS COMMUNITY SERVICES**  
**HUMAN RESOURCES DIVISION**

1401 West Road, Camp Lejeune, NC 28547-2539

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Email: [lejeune.vacancies@usmc-mccs.org](mailto:lejeune.vacancies@usmc-mccs.org)

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**EQUAL OPPORTUNITY EMPLOYER**

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No. 159-09

Opens: 18 Nov 09

Closes: 30 Nov 09

**POSITION: SOCIAL WORKER**

**(TEMPORARY POSITION NOT TO EXCEED ONE YEAR)**

**NF-0185-04 LEVEL**

**MINIMUM STARTING SALARY \$56,326 ANNUALLY**

**TYPE OF EMPLOYMENT: FULL-TIME**

**LOCATION: MARINE CORPS COMMUNITY SERVICES, COUNSELING SERVICES BRANCH**

**AREA OF CONSIDERATION: ALL SOURCES**

**SPECIAL NOTE:** THE INDIVIDUAL SELECTED FOR THIS TEMPORARY POSITION MAY BE MADE PERMANENT WITHOUT FURTHER COMPETITION.

**MINIMUM QUALIFICATION REQUIREMENT:** Must have two years post licensure experience in a behavioral or social sciences field. Must have a Master's degree in Social Work from a university accredited by the Council on Social Work Education (CSWE). Must meet state licensing requirements and obtain privileges as a provider; must have a valid state license to practice social work and comply with all legal and regulatory requirements of a Licensed Social Worker. Must possess and maintain a valid North Carolina driver's license; and successfully complete a criminal history background check.

1. **Introduction.** This position is located in the Marine Corps Community Services (MCCS), Marine and Family Services Division, Counseling Services Branch, Marine Corps Base, Camp Lejeune, North Carolina. The incumbent provides comprehensive counseling and case management services for individuals and families experiencing personal or family difficulties in the area of domestic violence, child abuse/neglect.

2. **Duties and Responsibilities.** The incumbent's responsibility, first and foremost, is to lead by example, to shape and sustain a working environment most conducive to the successful performance of those entrusted to his/her leadership and direction. Creating a positive atmosphere and culture within the Marine and Family Services Division that reflects the pride, professionalism, sense of accomplishment, fulfillment, collaborative engagement, well-being, and wholehearted customer focus of its employees is the incumbent's essential purpose and focus of main effort. Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively, in a courteous and considerate manner. Provides counseling in the areas of general mental health to include; domestic violence, child abuse/neglect, and marriage and family discord. Provides crisis intervention and mental health therapy for individuals, couples, and families. Provides follow up services for clients and maintains up to date records. Conducts workshops and command training programs to aid in the prevention of domestic violence and promotion of good mental health. Maintains communication

and harmonious relationships with federal, state, and local government agencies. View complete Position Description at the following web address: [www.mccslejeune.com/jobs/jobsfiles/159-09.pdf](http://www.mccslejeune.com/jobs/jobsfiles/159-09.pdf).

3. **Knowledge, Skills and Abilities (KSA's)**. KSA's are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position.

Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSA's; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific positions, examples, and dates** for each experience listed.

- a. Describe work or related experiences that demonstrate your skills in applying the principles and theories of behavioral or social sciences to include local and state regulations, directives and legislations and professional ethics.
- b. Describe work or related experiences that demonstrate your knowledge and skills in working with victims of domestic violence and child abuse/neglect.
- c. Describe work or related experiences that demonstrate your knowledge and skills in the area of case management services.
- d. Describe work or related experiences that demonstrate your knowledge of the Marine Corps Counseling Services Branch and its functions.
- e. Describe work or related experiences that demonstrate your ability to communicate with military officials, civilian officials, and military family members.
- f. Describe work or related experiences that demonstrate your knowledge of the military organizational structure and lifestyle.

4. **Selection**. This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply**. You may apply on line by attaching your resume and KSA's to an e-mail addressed to: [lejeune.vacancies@usmc-mccs.org](mailto:lejeune.vacancies@usmc-mccs.org). You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, **prior to 1500, 30 November 2009**. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

6. **Action Required of Managers/Supervisors**. Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

**As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Inquiry background check.**

**Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review.**  
<https://www.donhr.navy.mil/NoFearAct.asp> .

**This activity is a Drug-free workplace. The use of illegal drugs by NAF 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.**

**Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.**

## NONAPPROPRIATED FUND POSITION DESCRIPTION

**JOB TITLE: SOCIAL WORKER**

**JOB SERIES: 0185**

**PAY LEVEL: NF-4**

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**SUMMARY OF DUTIES:** The incumbent's responsibility, first and foremost, is to lead by example, to shape and sustain a working environment most conducive to the successful performance of those entrusted to his/her leadership and direction; creating a positive atmosphere and culture within the Marine & Family Services Division and its constituent branches that reflects the pride, professionalism, sense of accomplishment, fulfillment, collaborative engagement, well-being, and wholehearted customer focus of its employees is the incumbent's essential purpose and focus of main effort.

Provides comprehensive counseling and case management services for individuals and families experiencing personal or family difficulties in the area of domestic violence, abuse/neglect.

Provides counseling in the areas of general mental health to include; domestic violence, child abuse/neglect, and marriage and family discord, as well as providing services with emphasis on the military organization missions, lifestyles, and situations, which can contribute to family stress, problems, and crisis situations. Provides crisis intervention and mental health therapy for individuals, couples, and families. Provides follow-up services for clients and maintains up-to-date, accurate records. Facilitates group counseling programs for family members and active duty service members. Serves as Command liaison in transferring or receiving active or closed family advocacy cases between commands due to Permanent Change of Station (PCS) orders of service members.

Plans, develops, and implements programs designed to support the Marine Corps family within the community in order to foster positive and healthy relationships within the family structure and to resolve family discord. Conducts workshops and Command training programs to aid in the prevention of domestic violence and promotion of good mental health. Promotes and maintains communications and harmonious working relationships and liaisons with federal, state, and local government agencies, Marine Corps and private organizations which have similar goals and provides information and/or services.

Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Acknowledges customers and associates; smiles and makes eye contact. Asks questions to determine, verify and solve problems. Helps shape customer and associates expectations. Inspires and sustains the trust and confidence of customers, associates, colleagues, senior management and subordinates. Checks for satisfaction with the quality of goods and services. Takes action to solve problems quickly. Alerts the higher-level supervisor or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses 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.

This is a white collar position where occasional lifting of 20 lbs may be required. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Two years post licensure experience in a behavioral or social sciences field. Must meet licensing requirements and obtain privileges as established by Marine Corps Headquarters and consistent with SECNAVINST 1754.7A and MCO P1700.24B. Must have a valid state license to practice social work and comply with all legal and regulatory requirements of a licensed Social Worker. Knowledge of military, federal, state, and local human services policies, programs, procedures, organization and functions. Ability to use a computer and various software. Ability to communicate effectively, orally and in writing. Must possess and maintain a valid driver's license. Successfully complete a criminal history background check.