

# NAF VACANCY ANNOUNCEMENT

Twentynine Palms, California 92278

[www.mccs29palms.com](http://www.mccs29palms.com)

<b>POSITION:</b>	<b>EFMP Case Worker</b>	<b>ANNOUNCEMENT NO.:</b>	<b>015-12</b>
<b>LOCATION:</b>	<b>Exceptional Family Member Program</b>	<b>OPENING DATE:</b>	<b>27 January 2012</b>
<b>SERIES &amp; GRADE:</b>	<b>NF-0101-04</b>	<b>CLOSING DATE:</b>	<b>Until filled</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open</b>	<b>BEGINNING WAGE:</b>	<b>\$20.00-24.00/hr</b>
<b>TYPE OF APPOINTMENT:</b>	<b>Regular Full Time (35-40 hrs/wk)</b>	<b>Core &amp; as needed</b>	

**POSITION 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.

Personally contacts each assigned EFMP family case upon notification of assignment to offers support services. Conducts interviews with clients and their families. Establishes and maintains a case file for each assigned EFMP family that includes the Installation Support Privacy Consent Form and detailed contact notes. Assesses individual client and family circumstances upon and during enrollment to track progress of activity and provide updated information on services to improve quality of life.

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.

Prepares reports of status of activity on enrollment of members. Conducts quality assurance activities and studies to analyze, evaluate and provide recommendations on program issues. Screens enrollment and updates Forms DD-2792, DD2792-1 and other supporting medical documentation related to case evaluation, assessment and therapy. Identifies and acquires conflicting or incomplete case information to provide proper recommendations. Determines status and eligibility of enrollment of members.

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

**MINIMUM QUALIFICATIONS:** 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.

**HOW TO APPLY:** Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1533, before the close of business on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-830-5637 Ext. 422 or e-mail resume/application to [29palms.vacancies@usmc-mccs.org](mailto:29palms.vacancies@usmc-mccs.org)

**NOTE:** Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAF may obtain a Criminal Record Check and/or an Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. 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, or any other non-merit factor. NAF provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAF at 760-830-5637 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

\*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAF (except summer and temporary hires of 90 days or less)

\*If the position becomes regular, the successful applicant may become regular without further competition.

Hal Neiger