

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 19-371C OPENING DATE: 5-Sep-19 CLOSING DATE: 20-Sep-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Victim Advocate Coordinator, T5305P01, GS-0301-09

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Joint Force Headquarters, Phoenix, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive an Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

VAC GS-0301-09 position applicants must have valid awarded high school diplomas. The VAC candidates may have completed specific college course work that meets the requirements for a degree in a particular field, such as psychology, social sciences, human resources, or education; and, may have at least 24 semester hours of completed college course work in the social sciences. All VAC candidates must provide official transcripts from accredited universities or colleges, as applicable.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:
An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES NO
PCS may be offered: YES NO

NOTES:

- Due to the potential for legal or professional conflicts of interest, the following military occupational positions cannot serve as SARCs or VACs: Chaplain, Law Enforcement, Judge Advocates, Commanders and Medical and Mental Health Providers.
- Must pass background check.
- Must possess a valid state drivers license in order to operate government motor vehicles.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of social services work, counseling services, psychosocial principles and theories, and group dynamics of family and individual systems through earning a baccalaureate degree in counseling, education, psychology or related behavioral sciences.
2. Knowledge of sexual assault and family violence dynamics, local community resources, and relevant federal and state laws.
3. Able to develop and facilitate effective prevention and education trainings that are interactive in nature and scenario based.
4. Skilled in computers to enter data in required management reports and utilize information systems to prepare required reports and information.
5. Ability to interact with diverse individuals during crisis situations, including persons in the medical, legal, and social service communities.

SPECIALIZED EXPERIENCE: Must have 24 months of military or civilian experience at a novice competency level in one of the personnel programs, family programs, or community service programs. Candidate is experienced in supporting the VA and SARC in the work activities concerning social concerns, health and wellness, or trauma recovery conditions. Experienced in maintaining effective professional relationships; and, skilled in identifying potential problems. Experienced in presenting formal and informal program briefings to senior leaders. Skilled in preparing written technical reports, briefings, and training plans for the SARC that may include data charts, training progress and coverage, with gap analysis reviews. Competent to facilitate the training of Sexual Assault Prevention and Response (SAPR) programs. Skilled in performing the SAPR VA administrative duties and tasks of the SAPR programs. Competent in developing training materials with the ability to facilitate effective interactive trainings in sexual harassment and sexual assault. Knowledgeable in the sexual assault and domestic abuse prevention policies, regulations, and statutory requirements in the military or civilian sectors. Able to comprehend the statistical trends analysis and reports that the SARC sends to NGB. Meets Tier 2 background screening requirements to be granted access to the Defense Sexual Assault Incident Database (DSAID) or similar databases; and, is knowledgeable of DSAID and understands the rules for documenting cases within prescribed time frames. Fully competent in computer skills to complete program reports and format design PowerPoint presentations. Experienced in maintaining confidentiality and processing restricted or unrestricted sexual assault medical Line of Duty (LOD) documentation. Experienced in assisting the SARC to conduct DoD Survivor Experience Surveys for submission to DoD that provides an assessment of the National Guard SAPR Program success for feedback on victim/survivor care. Experienced in training, and monitoring appointed collateral duty Victim Advocates. Competent in completing SAPR procedures in regard to understanding the physical and/or psychological trauma of sexual assault, and the investigative and legal aspects of adult military sexual assault. Knowledgeable of military organizations, mission impacts, military life-styles, civilian resources, and traumatic situations that may contribute to individual and interpersonal stress, working environment problems or crisis. Experienced in managing or providing crisis intervention for sexual assaults. Capable of professionally expressing oneself orally and in-writing; and, experienced in interacting with diversified groups, individuals, and organizations.

BRIEF JOB DESCRIPTION: This position is located in the Joint Force Headquarters-state (JFHQ) in Phoenix, AZ. The purpose of this position is to as the designated specialist of victim support services who coordinates and oversees local implementation and execution of the Sexual Assault Prevention and Response (SAPR) Programs. Serves with the JFHQ Sexual Assault Response Coordinator (SARC) as the designated specialist of victim support services who coordinates and oversees local implementation and execution of the Sexual Assault Prevention and Response (SAPR) Programs. Works with the JFHQ SARC to support state National Guard (NG) units in the completion of required training and may conduct training as needed. Ensures victims of sexual assault receive all needed guidance and emotional support during administrative, medical, investigative, and legal procedures, and that victims understand the processes involved and that Personal Identifying Information (PII) data will be collected and maintained for all cases. Attends the Case Management Group meeting as a representative for the victim. Serves as the point of contact in coordinating victim care from initial report to resolution of victim's health and well-being, providing comprehensive assistance and liaison to and for victims of sexual assault and referrals to civilian agencies for those victims of spouse abuse; serves to educate personnel within the state's ARNG and ANG units regarding the most effective responses to sexual assault on behalf of victims and at-risk individuals.

SELECTING OFFICIAL: Angelita Manygoats
