



Navy Region Europe, Africa, Central
NAF Human Resources
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VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

POSITION TITLE	CYP OPERATIONS CLERK NF-0303-02
SALARY	\$12.57 - \$16.34 per hour
EMPLOYMENT CATEGORY	Flexible
LOCATION	Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare & Recreation (MWR); Child & Youth Program (CYP); NSA Bahrain
AREA OF CONSIDERATION	Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.
OPENING DATE	17 September 2019
CLOSING DATE	24 September 2019

INTRODUCTION: The purpose of this position is to serve as a point of contact for information and perform clerical and administrative tasks in support of CYP, which includes Child Development Centers (CDC), Child Development Homes (CDH), School Age Care (SAC) and Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program.

MAJOR DUTIES AND RESPONSIBILITIES: The CYP Operation Clerk performs a combination of duties related to one or more components of CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. Prepares and maintains assigned reports, correspondence and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures all USDA food program records are accurate, up-to-date and readily available. Review and completed paperwork for background checks. Maintains files and records. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides front desk coverage, logs children in and out of facility and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification processes, application status and USDA reporting requirements. Takes phone calls and responds to inquiries. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges, and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures.

QUALIFICATION REQUIREMENTS:

High school graduate or equivalent **AND** 2 years of administrative experience.

Knowledge of administrative support functions, practices and procedures and general office automation software in order to accomplish various work assignments.

Ability to maintain accurate reports and records.

Ability to maintain a computerized database. Working knowledge of computers, Child and Youth Management System (CYMS), or equivalent database system.

Must have cash handling experience.

Applicants must be able to speak, read and write English.

Must be at least 18 years of age.

CONDITIONS OF EMPLOYMENT: Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Incumbent must satisfactorily complete all background checks for federal childcare positions, including a National Agency Check with Inquiries (NACI), criminal history checks to include fingerprints, and installation record checks.

Incumbents will be automatically disqualified for a conviction (either civilian or military to include any general, special or summary court-martial or non-judicial punishment) for a sexual offense, a felony drug offense, or any criminal offense involving a child victim. Automatic disqualification also applies if the incumbent has been found negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

All selections are contingent upon satisfactory employment reference checks.

HOW TO APPLY:

Please come to the hiring event on September 24, 2019

<https://www.usajobs.gov/GetJob/ViewDetails/545923100?t=1568788010555>