KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

Announcement Number | SN19718908S
Position Title & Grade | Child and Youth Program Aid (Not to exceed 1 Year) (3 positions) KGS-1702-2
Opening Date | 21 Jun 2019
Closing Date | 4 Jul 2019
Duty Location | Seoul

PAY RANGE: Between 10,212 and 14,366 Won per hour
TOUR OF DUTY: 20 hours per week

AREA OF CONSIDERATION: All current USFK KN employees (Korea-wide), KN and third country citizen family members of US military and civilian employees of agency of United States whose duty station is in Korea, and outside KN applicants

NOTE: 1. Newly hired non-appropriated fund employees of the USFK will be required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. 2. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area

MAJOR DUTIES:

KGS-2: Helps higher grade Child and Youth Program Aid/Assistant in preparing and arranging activities, and maintaining equipments to accommodate the daily schedule. Receives children from parents. Maintains an accurate count of children in their charge. Conducts daily health checks of children as instructed. Notifies higher grade Child and Youth Program Aid/Assistant of any marks or other signs that might indicate a suspicion of illness, abuse or neglect. Assists in Coordination by age, the appropriate play and learning activities to foster individual and group activity development. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies, and assists children during family style meals. Helps children collect their belongings when they depart. Ensures that each child leaves with his or her parent or someone authorized to take the child. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

EXPERIENCE: Three months of general experience.

GENERAL EXPERIENCE: Progressively responsible work which indicates ability to acquire the knowledge, skills, and abilities (KSAs) needed to perform the duties of the position to be filled.

ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 60 is required. 2. The passing score of former English Language Proficiency Test (“B” series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer-based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants must indicate the TOEFL/TOEIC score on the application (Item #17) and submit official copies of test scores. TOEFL and TOEIC scores are valid for two years from the exam date; TOEFL scores must be provided to the CHRA-KR from the ETS.
**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** High school graduation may be substituted for experience at the KGS-2 level.

**EMPLOYMENT CONSIDERATION PREFERENCE:**
Preference for employment consideration will be given in the following order:

1. All current USFK KN employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible military spouse of US Armed Forces members whose duty station is in Korea (position and applicant must meet requirements for Military Spouse Preference).
4. Eligible family members of US military and US citizen employees of an agency of the United States whose duty stations are in Korea.
5. All other Korean National applicants

**HOW TO APPLY:** Applicants must submit an Application for Employment (USFK Form 130EK) to the e-mail address below. USFK Form 130EK is available at the website, https://knrs.chra.army.mil. The e-mail subject line must contain the announcement number for which the applicant is applying for. If you apply for multiple positions, you must submit separate application and e-mail for each vacancy.

It is your responsibility to verify that information entered on your application form is completed, accurate. Applications that are not completed, incorrect will not be considered. Supporting documentation (certificates for experience and education, required licenses, etc.) should be provided when requested, and failure to provide the requested documentation will result in non-consideration.

**WHERE TO APPLY:** Applications should be sent to the following e-mail address electronically.
e-mail: usarmy.henry.chra-fe.mbx.knrs-notifications@mail.mil

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity, in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CHRA/HRO/CPF or HQ USFK, CPD, ATTN: FKCP, Unit #15237, APO AP 96271-5237.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact, CHRA-FER 0503-363-4655 (DSN: 763-4655).