



**Job Title:** Program Specialist (Child Welfare), GS-0101-12  
**Department:** Department Of Health And Human Services  
**Agency:** Administration for Children and Families  
**Job Announcement Number:** HHS-ACF-DE-16-1541850

**SALARY RANGE:**

\$70,192.00 to \$108,034.00 / Per Year

**OPEN PERIOD:**

Monday, November 2, 2015 to Friday, November 13, 2015

**SERIES & GRADE:**

GS-0101-12

**POSITION INFORMATION:**

Full Time - Permanent

**PROMOTION POTENTIAL:**

12

**DUTY LOCATIONS:**

2 vacancies in the following location(s):

San Francisco, CA

Kansas City, MO

**WHO MAY APPLY:**

United States Citizens

**SECURITY CLEARANCE:**

Q - Nonsensitive

**SUPERVISORY STATUS:**

No

**JOB SUMMARY:**

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services (HHS) you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. It is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.

As a Child and Family Program Specialist within the Children's Bureau (CB), Administration on Children, Youth, and Families (ACYF), Administration for Children and Families (ACF), Department of Health and Human Services, you will participate in planning, developing and carrying out a results-focused monitoring process to improve the effectiveness of state Child and Family Service programs.

The starting and ending salaries vary by location:

**San Francisco:** \$83,098 - \$108,034

**Kansas City:** \$70,192 - \$91,255

This job opportunity announcement may be used to fill additional vacancies.

### **TRAVEL REQUIRED**

- Occasional Travel
- Domestic, 20%

### **RELOCATION AUTHORIZED**

- No

### **KEY REQUIREMENTS**

- U.S. Citizenship
  - Suitability for Federal employment determined by background investigation
  - One-year probationary period may be required
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### **DUTIES:**

- Lead and participate in the planning, review and monitoring of State Child and Family Services programs, including Child Protective Services, Foster Care, Adoption, Family Support Preservation and Independent Living to ensure compliance with regulations and adequate programs toward attainment of national goals and objectives.
  - Analyze and interpret statewide data and qualitative information with regard to child welfare policy and practice, outcomes for children and families, and State agency functioning.
  - Guide and assist States in incorporating program improvement measures and implementation activities arising from child and family service reviews into child welfare plans.
  - Monitor child welfare programs and consults with States through the implementation of program improvement plans.
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### **QUALIFICATIONS REQUIRED:**

**Applicants must meet one of the Basic Requirement AND the Specialized Experience listed below.**

#### **Basic Requirement: You must meet one of the items listed below (A, B, or C):**

A. Possess a degree in behavioral or social science; or related disciplines appropriate to the position. (Please provide transcripts)

B. Possess a combination of education and experience -- that provided you with the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. (Please provide transcript)

C. Possess four years of appropriate experience that demonstrates acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

#### **Specialized Experience:**

**GS-12:** At least one year specialized experience, equivalent in difficulty and complexity to at least the **GS-11** level in the Federal service that included:

- Performing work assignments in the administration of state public child welfare programs (such as child protective services, family preservation and support, foster care and adoption, etc.).
- Providing technical guidance on child welfare issues.
- Performing project management functions over child welfare programming.
- Interpreting and applying child welfare statutes, regulations, and operating guidelines.

If you are claiming education as any part of your qualifications for this position, you must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned.

**Foreign Education:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program. For further information, click on [foreign education](#)

**Conditions of Employment:**

1. **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.

2. **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires, and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.

3. **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

4. All qualification requirements must be met by the closing date of the announcement.

5. Financial disclosure statement required: No

6. One-year probationary period may be required.
7. Travel, transportation, and moving expenses authorized: No
8. Bargaining Unit Position: Yes
9. Drug Screening Required: No
10. Relocation incentives authorized: No
11. Recruitment incentives authorized: No
12. Student loan repayment incentive authorized: No
13. Annual leave for non-federal service authorized: Yes

**HOW YOU WILL BE EVALUATED:**

Once the job opportunity announcement closes, a review of your résumé and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. If, after reviewing your résumé and supporting documentation, a determination is made that you have inflated your responses when compared to your background information, your score may be adjusted to more accurately reflect your skills and abilities. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

**For Competitive Applicants/All U.S. Citizens:** Candidates will be assigned to a quality category:

- Best Qualified - Applicants who have experience that is almost identical to those required by the position.
- Well Qualified - Applicants who have experience that is very similar to those required by the position.
- Qualified - Applicants who meet minimum qualification requirements, but do not identify any additional qualifying experience or skill.

The category assignment is a measure of the degree in which your background matches the required competencies listed below for this position. Candidates in the highest category will be referred to the hiring agency.

**Application of Veterans' Preference:** The Category Rating process does not add veterans' preference points but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet the minimum qualification requirements and who have a compensable service connected disability of at least 10 percent must be listed in the highest quality category (except in the case of scientific or professional positions at the GS-09 level or higher). Veteran preference eligibles will receive selection consideration before non-preference eligibles within each quality category.

The assessment questionnaire is designed to measure the following competencies that are required for this position:

- Monitor and Evaluate Child Welfare Programs
- Project Management
- Oral Communication
- Written Communication

To preview the assessment questionnaire, click the following link: [View Assessment Questions](#)

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#### **BENEFITS:**

The Federal government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at [http://www.opm.gov/retire/retire\\_jobseekers.asp](http://www.opm.gov/retire/retire_jobseekers.asp).

#### **OTHER INFORMATION:**

**Veterans' Preference:** If you are a veteran claiming 5-point veterans' preference, you must submit a copy of your DD-214 (Member Copy 4) or an official statement from your command if currently on active duty. If you are claiming 10-point veterans' preference, in addition to the DD-214, you must also submit a [Standard Form 15](#) (Application for 10-Point Veteran Preference) and the required supporting documents listed on that form. For more information on veterans' preference see <http://www.fedshirevets.gov/>.

**Career Transition Program:** This program applies to Federal service employees whose positions have been deemed surplus or no longer needed, or employees who have been involuntarily separated from a Federal service position within the competitive service. To receive selection priority for this position, you must: 1) meet eligibility criteria for CTAP or ICTAP; 2) be rated well-qualified for the position; and 3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. Well-Qualified includes those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements for the position. For information on eligibility criteria and required documentation, go to: [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp](http://www.opm.gov/rif/employee_guides/career_transition.asp)

**Selective Service:** The Defense Authorization Act of 1986 requires that all male applicants born after 12/31/59 who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, go to: <http://www.sss.gov/>.

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#### **HOW TO APPLY:**

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the ***Required Documents*** section below.

The complete application package must be submitted by 11:59 PM (EST) on Friday, November 13, 2015 to receive consideration.

\* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

\* Click the Submit My Answers button to submit your application package.

\* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

**To verify your application is complete**, log into your USAJOBS account @ <https://my.usajobs.gov/Account/Login> and click the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

**To return to an incomplete application**, log into your USAJOBS account @ <https://my.usajobs.gov/Account/Login> and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

**To complete a hard copy assessment questionnaire and submit it via fax:** *Do not complete the steps below if you have already applied online to the questionnaire for this position.* 1) Print the instructions and questionnaire by clicking [View Occupational Questionnaire](#).

2) Print the [1203FX](#) form to record your responses to the questionnaire.

3) Fax the completed 1203FX (all 6 pages but do not include a Cover Page for this document) to: 1-478-757-3144

#### **REQUIRED DOCUMENTS:**

- Your Résumé - You are encouraged to use the USAJobs online resume builder to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, or any other written form you choose, you must provide a detailed description of your job-related qualifications that includes beginning and ending dates with the month and year and hours worked per week for each paid and non-paid work experience job title listed. To view a sample of a resume and what should be included please visit: [https://help.usajobs.gov/index.php/Sample\\_Resume](https://help.usajobs.gov/index.php/Sample_Resume). Failure to provide the required information will result in an ineligible rating.
- Responses to the Assessment Questionnaire

**Other Supporting Documents:** *(Only submit if applicable to you.)*

- College transcripts (if qualifying all or in part based on your education)
- Cover letter
- Veterans' Preference documentation (e.g., DD-214 Member Copy 4 showing type of discharge/character of service, SF-15, VA letter, etc.)
- CTAP/ICTAP documentation

#### **APPLICATION MATERIALS MUST BE RECEIVED BY MIDNIGHT (EASTERN TIME) ON THE CLOSING DATE OF THIS ANNOUNCEMENT**

For Résumé and Application Tips visit:

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/ResumeAndApplicationTips#icc>

If you are unable to upload supporting document(s) online, you can fax them by completing the following:

1. Print out a Fax Cover Page @ <http://staffing.opm.gov/pdf/usascover.pdf> and complete the required information. The Vacancy ID is 1541850

2. Fax a Cover Page with each supporting document to **1-478-757-3144** by 11:59 PM (EST) on Friday, November 13, 2015 to receive consideration. *Keep a copy of your fax confirmation in the event verification is needed.*

**AGENCY CONTACT INFO:**

*Mid-Atlantic Services Branch*

*Phone: (757)441-6765*

*Email: NORFOLKMAIL@OPM.GOV*

*Agency Information:*

*HHS OPM*

*1900 E St NW*

*Washington, DC*

*20415*

**WHAT TO EXPECT NEXT:**

You will be notified on the outcome of your application once a list of candidates has been sent to the hiring manager for employment consideration.