

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **52-14**

Date: 14 Jul 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、**被面接者のみ**にご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #: 062	Position title: Child Development Program Trainee, #8, BWT-1, Grade-2 Child Development Program Assistant, #9, BWT-1, Grade-3 Child Development Program Technician, #10, BWT-1, Grade-4	
IHA F/T Limited Term NTE: 30 Apr 15 31 Aug 15 30 Sep 15	Number of position(s): 3	Location: Camp Courtney (Chura Warabi) Camp Foster (Chimugukuru) Camp Foster (Ashibina)
Organization: MCB, Camp S. D. Butler, MCCS Div, Family Care Br, Youth & Teen Program Sec		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 18 Jul 14
Summary of duties: Reviews, implements daily schedules/activity plans, and briefs teacher's assistant/program assistant. Arrange room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. 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. Assists in planning and conducting an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Ensures that care is provided in compliance with Child Development standards as outlined in applicable regulations.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to speak, read and write English (LAD-2 or above).2. Must have a high school diploma.3. Must Child care work experience (one year or more).4. Available to work at various shifts. (0430-1300, 0530-1430, 0630-1530, 0700-1600, 0900-1800)5. Background check must be conducted and cleared.		
Remarks: Determination of level will be made by management at the time of selection.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。