



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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JON J.P. FERNANDEZ
Superintendent of Education



ANTONETTE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:
OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-052-2019)

COMMUNITY PROGRAM AIDE II (3.006) *

OPENING DATE: July 8, 2019 CLOSING DATE: July 19, 2019

SALARY: Pay Grade G – General Pay Plan (GPP)

Open: Step 1-10, \$24,729.00 - \$33,948.00 Per Annum

Promotional: Step 1-18, \$24,729.00 - \$43,585.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Head Start Program

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – One year of experience as a Community Program Aide I or equivalent work; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. **Necessary Special Qualification:** Possession of a valid driver's license. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

NATURE OF WORK: This is complex community work involving elementary application of technical and professional procedures and practices and providing services in assisting clients and applicants in obtaining a wide variety of community services. Employees in this class perform the full range of community program services to clients under general supervision. (Illustrative examples of work: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed). Maintains contact and communication with clients receiving services to assist in satisfactory adjustment and the resolution of personal problems. Gives information regarding clients to program specialists to assist them in understanding and counteracting the problems of clients. Interviews clients in conjunction with or at the direction of program specialists to discuss frustrations, disillusionments, and other problems that may result in providing services to the client. Provides detailed explanations to clients regarding the applications and procedural aspects of obtaining available services. Demonstrates and instructs groups in special program areas. Assists in organizing and operating various community activities; locates and identifies persons in need of community services. Escorts and transports clients and applicants to various locations. Attends community meetings to secure and impart information relating to agency services and to act as a liaison between the community and the agency. Performs routine clerical tasks and maintains records. Performs related duties as required). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the goals, objectives, procedures, and practices of the assigned program functions. Ability to contact economically and culturally disadvantaged persons, gain their confidence, and identify individuals who are unaware of services available or of their eligibility for such services. Ability to perform arithmetic computations. Ability to work effectively with employees and establish empathetic relationships with persons of ethnic and social backgrounds. Ability to understand and follow oral and written instructions. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

SPECIAL NOTE ON VACANT POSITIONS AND JOB LOCATION: Eligible applicants for this position may be considered for vacant local and/or federally funded positions as determined by DOE. If you wish to be considered for certain schools only, please identify the name of the school or schools on your job application (Form A1).

EMPLOYMENT BENEFITS: This is a permanent, full-time position for the Head Start Program. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at www.gdoe.net**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline**. Applications with supporting documents will be accepted up until **July 19, 2019** at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is an Exempt position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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