

JOB OPPORTUNITY ANNOUNCEMENT
AVIANO AIR BASE, ITALY
NON-U.S. APPROPRIATED FUND POSITION

ANNOUNCEMENT No. 01-19

OPENING DATE: 10 January 2019
CLOSING DATE: 25 January 2019

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Civilian Personnel Office located in via Pordenone at Aviano Air Base, Area "F", Building 1467, third floor, or call number DSN 6328328 or commercial 0434308328. CPO Website page: www.31fss.com/force-support/civilian-personnel-section . LN Staffing e-mail: 31fw.lnstaffing@us.af.mil

The Application Form USAFE714 can be downloaded from the CPO website by clicking on "Documents", then on "Forms and Information"; the application form will be found at the bottom of the list of documents. It will need to be filled out and e-mailed with pertinent documentation to the following address: 31fw.lnstaffing@us.af.mil. Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call commercial 0434308328 no later than COB 28 January 2019.

TITLE, SERIES, GRADE AND SALARY: Language Specialist, U-1040-02/03 Trainee
(Permanent - 40 hours per week)

U-02	BP	pm	euro	1,003,90	U-03 Trainee	BP	pm	euro	919,75
	3EL	pm	euro	891,65		3EL	pm	euro	842,10
	CONT	pm	euro	527,77		CONT	pm	euro	524,41

LOCATION: 31st Medical Support Squadron, TRICARE Operations & Patient Administration/SGST, Aviano Air Base, Italy.

MAJOR DUTIES: The primary purpose of this position is to perform medical translation/interpretation and to provide liaison services between Host Nation (HN) medical facilities in support of eligible Department of Defense (DoD) beneficiaries assigned to the 31st FW and its tenant units. Provides explicit verbal interpretation from English into Italian and vice versa to inpatient and outpatient DoD beneficiaries seeking treatment in outlying HN medical facilities within a 90-mile radius of the Military Treatment Facility (MTF). Material that is either interpreted or translated (verbally or through written text) consists of medical, technical, non-repetitive information to include medical evaluations, findings, diagnoses or treatment, and other ancillary information provided to health care personnel in the course of treatment and evaluation. Accompanies patients during their scheduled appointments and admissions to interpret and translate between medical staff and patients. Prioritizes urgent, verbal interpretations in Emergency Room (ER) settings and provides immediate written translations of consultants' emergency reports. Translates administrative documentation from HN hospital administration departments and MDG correspondence to include disaster preparedness and response, Operating Instructions (OIs) and guidelines. Conducts daily visits/telephone calls to communicate with hospitalized patients at outlying health care facilities to ensure patient concerns are properly addressed and resolved with attending physician. Provides proper and thorough verbal discharge procedures for patients discharged from HN medical facilities. Reports inpatient medical status to the MTF's designated physician liaison and 31 MDG Chief of Medical Staff. Interprets and coordinates between HN medical treatment specialty departments, Physician Liaisons and appropriate MDG professional staff. Interacts with HN pathology department and translates clinical autopsies and other documentation required to facilitate identification and disposition of remains. May require physical presence at time and place of autopsy. Safeguards all patient personal health information. Serves as primary coordinator of patient care between MTF physicians and HN physicians, specialists and hospitals. Manages requirements for patient admissions to HN facilities. Educates patients clearly and thoroughly on specialty appointments, preoperative and admission protocols and builds the complete package needed for the gaining physician or specialist. Assists with planning, coordination, facilitation and establishment of Memorandums of Understanding (MOU) between MDG and HN hospitals for the provisions of comprehensive medical treatment facilities in conjunction with active duty military and HN medical staff. Contacts HN medical facilities and private medical clinics on behalf of the MDG to obtain relevant clinical and/or administrative information. Responds to telephone and face-to-face patient inquiries during duty hours. Compiles current, detailed information on HN medical facilities regarding number of beds, departments, specialty services, ER services and helipad capabilities as requested. Escorts and

provides verbal interpretation from Italian into English and vice versa, for VIP tours at local civilian hospitals, at the request of flight chief or MDG leadership. Interprets from English into Italian language and vice versa during meetings, conferences, ribbon cutting ceremonies, facility inaugurations, receptions and appointments between MDG and HN representatives. Coordinates with local emergency medical response teams in case of VIP visits, air shows and/or military exercises. Serves as customer service representative and directs/refers patients to appropriate individuals within the MDG for clinical and/or administrative services. Compiles a daily inpatient census list for dissemination to appropriately designated MDG personnel. Completes inpatient Italian registration forms at HN facilities admissions offices. Maintains and operates a variety of computer software and office automation systems. Coordinates and schedules meetings between MDG staff and HN hospital administrative representatives. Updates bilingual medical glossary. Informs new parents on birth registration procedures and legal documentation required. Work will occasionally require travel away from the normal duty station into the HN for purposes of executing assigned duties. In addition, incumbent may be required to work from alternate duty locations as deemed necessary by supervisor and/or TRICARE Flight Commander and TRICARE Flight Chief. Work takes place in an office but also requires some walking, standing and carrying of light objects. Interpretation duties require prolonged standing and constant moving from one Hospital/Healthcare area to another, often in highly stressful clinical settings. While working at medical facility, the employee is exposed to risks typically encountered at hospitals, to include exposure to patients/equipment affected by medical issues. Subject to an uncommon tour of duty, to include nights, weekends and holidays. For further information, please contact the Civilian Personnel Office.

Reference Office of Personnel Management (OPM) Qualification Standards

QUALIFICATIONS:

AT THE U-02 LEVEL: Applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience must be typically in or related to the duties of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: A “Laurea di Secondo Livello” or “Laurea del Vecchio Ordinamento” in “Lingue e Letterature Straniere” from a recognized university plus 6 (six) months of specialized experience with duties related to the position to be filled. Applicants must submit a copy of their certificate of graduation from the university, listing all the exams and grades.

AT THE U-03 TRAINEE LEVEL: Applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience must be typically in or related to the duties of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE AT THE U-03 TRAINEE LEVEL: A “Laurea di Secondo Livello” or “Laurea del Vecchio Ordinamento” in “Lingue e Letterature Straniere” from a recognized university. Applicants must submit a copy of their certificate of graduation from the university, listing all the exams and grades.

Good command of the Italian and English languages is required, subject to testing.

Applicants will be required to pass a Translation Test.

Applicants must possess a valid Italian driving license type “B”.

IF THE POSITION IS FILLED BELOW THE FULL PERFORMANCE LEVEL, THE SELECTED CANDIDATE MAY BE NON-COMPETITIVELY PROMOTED AFTER ALL TRAINING AND EXPERIENCE REQUIREMENTS OF THE NEXT HIGHER LEVEL HAVE BEEN MET.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATION. Experience, which has not been documented by the closing date of the announcement, will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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