

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)

**Overseas Program Center Europe, Africa, Central,
Human Resources Office (HRO), Sigonella, Italy**

VACANCY ANNOUNCEMENT: LOCAL NATIONAL TEMPORARY PROMOTION OPPORTUNITY

	Announcement #	LN26-296752 - TAD		
	Position	PATIENT LIAISON COORDINATOR, UA-0640-04/03		
	Salary Range	UA-04: €2,745.74 – €2,997.94 per month plus applicable allowances UA-03: €2,893.22 – €3,167.60 per month plus applicable allowances		
	Opening Date	14-SEP-2026	Closing Date	16-SEP-2026
	Location	DEFENSE HEALTH AGENCY (DHA), NAVHOSP SIGONELLA, HEALTHCARE BUSINESS, SIGONELLA, ITALY		
Notes	1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. 2. Applications must be completed and submitted in English. 3. Applicants must be able to read, write and speak fluently in both English and Italian. 4. Temporary assignment to higher-level duties NOT TO EXCEED SIX (6) MONTHS <u>OR</u> prior to the return of regular incumbent, whichever occurs first. 5. Position's Full Performance Level (FPL) is UA-02, however, it will only be filled at the UA-04 or UA-03 grade levels, depending on qualifications. This Temporary Assignment Differential (TAD) will not lead to promotion potential to any higher grade level. Duties performed will be less complex than the FPL, with more supervision. 6. Selectee will be compensated with a TAD but will retain the grade and job title of their permanent position. <u>At the end of the temporary assignment, employee will return to their regular position.</u> 7. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. 8. Position is subject to “on call” duty status. 9. Typical work schedule is Mon-Fri (0930-1800 or 0730-1600) on a rotating basis, subject to change.			
Who May Apply	Permanent Appropriated Fund local national employees of DEFENSE HEALTH AGENCY (DHA), NAVHOSP SIGONELLA & U.S. NMRTC (UIC: DD83FF/39163) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	Incumbent provides translator and administrative services to hospitalized and ambulatory patients, acting as the administrative liaison between U.S. Naval Hospital Sigonella and local Italian civilian medical treatment facilities. Provides assistance to US beneficiaries receiving inpatient, scheduled outpatient and emergency care in the city of Catania and surrounding hospitals. Collects and provides medical documentation and schedules appointments. Acts as the after-hours contact for coordination of emergency and transfer to appropriate Italian medical facilities and acts as interpreter for the U.S. Naval Hospital Medical Staff to facilitate acceptance of inpatients and transfer of emergent patients to and from U.S. Naval Hospital Sigonella. Provides translations support to Italian speaking beneficiaries during appointments at the Medical Home Port and for conference calls also. Provides beneficiaries with instructions prior to the appointments and arranges transportation, translation, care related to patient diagnosis and transcription of results. Tracks civilian medical documents, laboratory results for care received by beneficiaries from local providers and ensures that this information is translated and forwarded for inclusion in the military health treatment record. Assists patients and family members with completion of forms and requests, and in admission and discharges. Interprets from English to Italian and vice versa during discussion, meetings, conferences, appointments and emergency rooms visits and/or diagnostics procedures. Assists in the completion of the forms required for birth registration of newborns at the local birth registration office. Provides assistance to the Decedent Affair Officer in cases of death of U.S. personnel and helps with the preparation of funeral home documentation.			
Qualification Requirements (OPM Qualification Standards)	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/health-aid-and-technician-series-0640/ At the time of application, applicants must possess a valid class “B” driver's license to drive vehicles in Italy. UA-04: One (1) year of specialized experience equivalent to the UA-05 that included support duties to medical or health personnel, such as audiologists, speech pathologists, medical officers and optometrists, or equivalent experience in the private or public sector OR half (½) a year of graduate College or University level education beyond the Italian 1st Level Degree or equivalent. UA-03: One (1) year of specialized experience equivalent to the UA-04 that included support duties to medical or health personnel, such as audiologists, speech pathologists, medical officers and optometrists, or equivalent experience in the private or public sector OR one (1) full year of graduate College or University level education beyond the Italian 1st Level Italian Degree or equivalent. Graduate Level Education (College or University) must be directly related to the work of the position. You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements: 1. Knowledge of medical facility units and medical terminology to record and report medical information. 2. Knowledge of Italian and English medical terminology to facilitate physicians/patients and medical staff/patient communications, both written and oral. 3. Skill in using computer word processing and software systems associated with managed care functions. 4. Ability to exchange information about diagnosis, prognosis and treatment between English speaking patients and Italian speaking personnel.			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreura-cent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
Human Resources Office (HRO), Sigonella, Italy

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.

WHO MAY APPLY

Citizens of a European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

Work Experience: Candidates must describe in detail, in their own words, work experience related to the vacancy and **MUST** specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

Education: If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A, must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials.

Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:
sigonella-hro-wantajob@us.navy.mil

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INTERVIEWS AND SELECTIONS

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition at management’s request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.