

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

ANNOUNCEMENT #: NSA-24-020
POSITION: HEALTH TECHNICIAN (Audiology)
PP-SERIES-GRADE: BG-0640-09
MONTHLY SALARY RANGE: BD684.444 – BD967.778
LOCATION: US NAVY MEDICINE READINESS & TRAINING UNIT, BAHRAIN

OPENING DATE: 12-JUNE-2024
CLOSING DATE: 30-JUNE-2024
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40 HRS
VACANCIES: 01

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES; BAHRAINI CITIZENS AND THIRD COUNTRY NATIONALS.

IMPORTANT INFORMATION:

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Instructions Folder on the Google Drive.
2. Please read the “HOW TO APPLY” section in this announcement carefully for instructions and apply Online at: applicationbahrain@me.navy.mil
3. All Resumes/CVs not received by the closing date will NOT receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

ABOUT THE JOB

The Health Technician (Audiology) position is located in the Occupational Health Department, U.S. Navy Medicine Readiness & Training Unit (NMRTU) Bahrain. This Department is responsible for providing the Hearing Conservation Program (HCP) support for all eligible beneficiaries, both Navy and Marine Corps in the Naval Support Activity Bahrain area of responsibility (AOR). The Health Technician (Audiology) (HTA) provides direct patient care to adult workers, 18-80, including but not limited to: Evaluating the outer and middle ear function using otoscopic examination and Tympanometry testing; Review all pertinent data to determine requirements for hearing evaluation; Evaluates patients for referral to an audiologist, Physician, Physician Assistant, Nurse Practitioner, or Independent Duty Corpsman (IDC); Counsels patients regarding audiometric test results, health promotion topics, and workplace health hazards; Educates patients on the importance of and requirements for wearing hearing protection devices while in hazardous noise conditions on the job, and the medical and administrative consequences of not wearing them; Educates patients on the importance of wearing hearing protection during off duty recreational noise hazards; Develops and maintains a Hearing Conservation Database utilizing the Defense Occupational Health Environmental Readiness System – Hearing Conservation. Serves as the primary point of contact for Hearing Conservation software and hardware issues. Resolves problems with Hearing Conservation systems and/or tracks status and outcome of trouble tickets.

QUALIFICATIONS/EVALUATION REQUIREMENTS

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/health-aid-and-technician-series-0640/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

BG-09: One (1) year equivalent to at least next lower grade level. **OR** Education: One full year of graduate education.

BG-09: SPECIALIZED EXPERIENCE:

- Reviewing patient data to determine requirements for hearing evaluation and submitting reports to a medical health worker; AND
- Providing information to patients such as, audiometric test results, health promotion topics and workplace health hazards; AND
- Scheduling patients for health care provider appointments and checking patients in and out; AND

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- Ensuring patient's information is entered correctly into a medical system.

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at

<http://www.opm.gov/qualifications>

- You must meet ALL qualification requirements by the closing date of this announcement.
- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
- Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**
- **Candidates MUST ensure:**
 - **Work experience clearly shows knowledge of the subject matter pertinent to the position.**
 - **Number of hours (40/48hrs) performed per week.**
 - **Technical skills to successfully perform the duties of the position.**
 - **Ability to communicate both orally and in writing.**

CONDITIONS OF EMPLOYMENT

- Applicant must be able to speak, read, write and understand English fluently.
- Applicant must be 18 years of age at the time of application.
- **Must be able to obtain and maintain certification as an Occupational Hearing Conservationist through the Navy-approved Hearing Conservation Audiometric Technician Course.**
- **In accordance with BUMEDINST 1500.15 series, employees assigned to or subject to being assigned to duties providing direct patient care, either diagnostic or therapeutic must possess and maintain:**
 1. **Basic Life Support (BLS) certification.**
 2. **In accordance with BUMEDINST 6220.9B, all personnel, including direct and indirect care providers, administrators, ancillary services, volunteers, students, and others who may come in contact with patients, must receive and maintain appropriate vaccination against seasonal influenza. The incumbent must, as a condition of employment, be immunized on an annual basis against influenza.**
 3. **In accordance with BUMEDINS 6230.15, susceptible or occupationally exposed health care employees who have direct contact with patients will receive appropriate immunization against communicable diseases unless a current immunization, a protective titer, or a medical exemption is documented. This policy applies to all health care settings, regardless of age or sex of the health care employee.**
 4. **Employees who have contact with or potential exposure to human blood or blood products (whether from patient care, laboratory, or other health care settings) are provided hepatitis B virus vaccine in accordance with the local blood borne pathogen exposure-control plan.**
 5. **Must be able to attain and maintain a favorably adjudicated background investigation for a non-critical sensitive position with access to network systems.**

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- Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
- Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
- A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.

REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	Current BG Employees	Bahraini National	Other Nationals
1	Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application ONLY	✓	✓	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be considered.	✓	✓	✓	✓
3	Copy of CPR (Front & Back) - Must be valid for at least 3 Months	✓		✓	✓
4	Copy of Passport - Must be valid for at least 6 Months	✓		✓	✓
5	Copy of Work Residence Permit - Must be valid for at least 3 Months	✓			✓
6	Copy of SF-50		✓		
7	Family Affiliation (Sample format available in Job Portal)	✓	✓	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓	✓	✓
9	Copy of PCS orders with dependents listed AND Dependent entry approval	✓			
10	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓			✓
11	Copy of current Basic Life Support (BLS) Certificate	✓	✓	✓	✓

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If

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MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.

ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.
- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.
 - Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.
- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

HOW TO APPLY

****ANY**** applicant within the “WHO MAY APPLY” section of this announcement may now submit application online at: applicationbahrain@me.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

Send	To...	Application Bahrain;
	Cc...	
	Subject	NSA-20-XXX
	Attached	Passport.pdf (21 KB); Transcripts.pdf (21 KB); Family Affiliation.pdf (21 KB); Resume-CV.pdf (21 KB); ID Scans.pdf (21 KB)

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. **You will only be notified if you are selected for the position.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@me.navy.mil.

We will not be accepting resumes that are sent to this e-mail.

** Please note that HROBahrain@me.navy.mil is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. **