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Fleet & Family Readiness Programs
Supporting our military. Work that matters!



Region Exceptional Family Member Program Manager

Announcement Number: 25-12731949

Primary Location: Naval Base Kitsap Fleet & Family Support Programs

Pay Range: \$99,606.00--\$116,211.00

Open: 05/08/2025-05/22/2025

****Relocation negotiable****

WHAT YOU GET:

- Competitive Wages & Benefits
- Full Benefits package for Regular Full-Time and Part-Time employees begin DAY ONE (No waiting period)
- NAF Retirement Savings **AND** 401(k) plan will match up to 3% of your salary
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- Serves as Regional EFMP Case Manager subject matter expert.
- Develops operational plans in compliance with current Navy policy, provides EFMP training, and ensures the delivery of EFMP support for assigned area of responsibility.
- Provides support to Navy EFMP families with special education needs as it pertains to Individual Education Program (IEP), 504 plans, and associated plans to support the special educational needs of military children with special needs.
- Prepares plans to meet substantial workload; assists in validation of staffing levels, work priorities, and deadlines.
- Provides oversight of installation FFSP EFMP programs.
- Identifies training needs and provides training as needed at all levels.
- Coordinates EFMP resources between agencies, related resource offices, medical and recreational facilities, community services agencies, and private organizations, with emphasis on improving services as a team.
- Performs other related duties as required.
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WHAT YOU NEED TO KNOW:

- Ability to meet and deal effectively with groups, organizations and individuals and to maintain and establish clear relationships and lines of communication at all levels using tact and diplomacy in all interactions.
- OPM Position Classification Standards for Social Science Series 0101 have an educational requirement outlined in the formal announcement for this vacancy
- Knowledge and understanding of requirements and operations of DoD and Department of the Navy EFMP.
- Knowledge of the military lifestyle and military community support programs
- One year of professional experience working with special needs families or in special education
- Knowledge of Federal and agency regulations, the specific organization's programs and missions, pertinent laws, regulations, and policies related to program/operations area to consider their impact on programs.
- Ability to develop, implement, and deliver training in both in-person and virtual environments.
- Ability to effectively communicate both orally and in writing with all levels of management, staff, and military personnel and their families.
- Skill in applying analytical and evaluative methods and techniques in the development of new procedures.
- Ability to perform concurrent tasks, set priorities, coordinate completion within required deadlines and formulate plans of action and milestones for task accomplishment.
- Experience training adults/children with disabilities in providing various training modalities.

CONDITIONS OF EMPLOYMENT:

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Must be able to obtain and maintain a Secret Security Clearance
- Must possess and maintain a valid state driver's license

OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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