



VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

This announcement will be posted internally for 10 business days.

Administrative Assistant

(1 VACANCY)

<i>Department:</i>	SCA-Elderly Social Services	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Classified (0939)	<i>Fund:</i>	Federal
<i>Salary:</i>	\$31,100.00 (US2401)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	October 20, 2014	<i>Closing Date:</i>	October 31, 2014

BROAD SCOPE OF POSITION

This is staff work in coordinating office services such as budgetary requests, records control, manuals, policies, procurement and simplification of reporting procedures. An employee in this class is responsible for facilitating management by attending to a variety of administrative details, which is necessary to ensure a smooth work flow. Work requires the use of considerable initiative and judgment. Direction is received from a higher level officer who reviews work through conferences, written reports and results achieved.

QUALIFICATIONS

Graduation from a four (4) year college or university with major course work in Political Science, Public or Business Administration, or related field, plus four (4) years managerial experience dealing with Personnel Procurement and Budgetary matters; OR Considerable experience in Public or Business Administration, Personnel, Budgeting or Procurement, (at least 8 years) which includes at least one year experience as an Administrative Officer III or related capacity.

HOW TO APPLY:

All internal employees must complete a transfer/promotion (5086) form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits including participation in retirement, health, dental life/AD&D, and disability plans, sick and annual leave. **You may obtain a copy of full job description from the Office of Human Resources.**


Asiah Clendinen
Deputy Commissioner HR&LR

THE GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF HUMAN SERVICES
IS AN EQUAL OPPORTUNITY EMPLOYER



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Human Services

Office of Human Resources and Labor Relations
Payroll Operations

REPOST VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.
This announcement will be posted internally for 10 business days.

Certified Nursing Assistant

(2 VACANCIES)

<i>Department:</i>	Senior Citizen Affairs (QLH/LMH)	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Classified/ (0382)(1083)	<i>Fund:</i>	General
<i>Salary:</i>	\$24,460.00 + \$3000.00 (Diff)	<i>Full/Part-Time:</i>	Full-Time
<i>Posting Date:</i>	October 20, 2014	<i>Closing Date:</i>	Open Until Filled

BROAD SCOPE OF POSITION

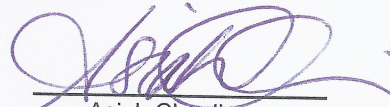
Under the general supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN), provides basic nursing care and performs non-professional services in caring for the personal needs and comfort of elderly and/or chronically ill patients in a hospital, health or institutional setting.

QUALIFICATIONS

High School or its equivalent; must possess a certified nursing assistant certificate from an accredited institution.

HOW TO APPLY:

All internal employees must complete a transfer/promotion (5086) form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits including participation in retirement, health, dental life/AD&D, and disability plans, sick and annual leave. **You may obtain a copy of full job description from the Office of Human Resources.**


Asiah Clendinen
Deputy Commissioner HR&LR

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VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

Return Application to the Department of Human Services, HR Office

Director, Information Technology

<i>Department:</i>	Management Information Systems	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Exempt PC#172001236	<i>Fund:</i>	Federal
<i>Salary:</i>	\$75,000	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	October 20, 2014	<i>Closing Date:</i>	October 31, 2014

BROAD SCOPE OF POSITION

The Director of Information Technology will oversee the development of all policy and its implementation, and use technology throughout the department, working closely with support staff to assess and address user and agency practice needs. The Director of Information Technology will be responsible for the full range of information systems and telecommunication activities, including determining user requirements, recommending practical solutions and leading firm-wide efforts to improve the effective use of technology. Duties include, but are not limited to: managing the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems; overseeing systems development and enhancement and the integration of new systems with existing systems; developing and implementing all IT procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision; negotiate and administer vendor, outsourcer and consultant contracts and service agreements; working with support staff to develop strategies and plans to enhance client services, improve user effectiveness and foster innovation. This position reports to the Deputy Commissioner for HR & LR and supervises all IT Unit employees.

QUALIFICATIONS

Bachelor's degree in computer science or equivalent education and experience, along with advanced technical or managerial credentials, including PMP, CISM, preferred. Ten or more years of progressive IT experience, including experience in a multi-office environment. Demonstrated ability to lead a team of technical staff, to work with the Executive Management of an organization, and to manage multiple concurrent projects. Proven project management skills.

HOW TO APPLY:

Complete an application at the Office of Human Resources & Labor Relations. Please bring the following documents: Degree and résumé, training Certificates and three reference letters. You may obtain a copy of the full job description from the Office of Human Resources.

Asiah Clendinen
Deputy Commissioner,
Human Resources & Labor Relations



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Human Services

Office of Human Resources and Labor Relations

VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.
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Project Coordinator – Transition Connection

<i>Department:</i>	Disabilities & Vocational Rehabilitation Services	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Classified (PC#272000416)	<i>Fund:</i>	Federal
<i>Salary:</i>	(US 26-01) \$42,403	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	October 21, 2014	<i>Closing Date:</i>	November 3, 2014

BROAD SCOPE OF POSITION

Under the general supervision of the Assistant Administrator of Disabilities & Rehabilitation Services Division or a higher-level official; the employee in this class is responsible for the overall coordination and implementation of the Transition Connection Program as well as the oversight management of federal grants. The employee in this position is also responsible for Management of the Transition Connection Program and the supervision of staff of the Transition Connection Program on St. Thomas. It is high-level professional work requiring minimal supervision. Some of the duties include administrative, fiscal, personnel, training and monitoring of all aspects of service delivery to facilitate the efficient operation of the program. He/she provides guidance and counseling and specialized job placement for the vocational rehabilitation of individuals with physical, intellectual, and learning disabilities. Responsibilities also include evaluating client work capacities; provide assistive technology services and administering tests to determine vocational aptitude, interest, abilities and potential of clients.

QUALIFICATIONS

A Master's Degree in Rehabilitation Counseling, Vocational Evaluation or Vocational Rehabilitation, Psychology or Social Work, and (3) three years experience working with clients with disabilities, and/or in project/program management, (2) two years of which must include supervisory capacity


Or

Bachelor's degree in any of the above related fields of study and five (5) years related work experience, two of which must be in a supervisory.

HOW TO APPLY

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents; birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

*The Government of the Virgin Islands
Department of Human Services
Is an Equal Opportunity Employer*


Asiah Clendinen
Deputy Commissioner, HR & LR