

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.	雇用の種類/Employment Type	募集人数/Number of Recruitment
MLC(III)25-175	MLC 常用/ MLC Permanent Employee	1
募集範囲/Area of Consideration <input type="checkbox"/> 全て/All <input checked="" type="checkbox"/> 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 現 MLC/IHA 従業員/Current MLC/IHA employees <input type="checkbox"/> 現 MLC/IHA 従業員で通勤圏内（片道 2 時間）在住の方 / Current MLC/IHA employees within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 下記部隊内従業員/Current MLC/IHA Employees within		
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade		基本給/ Basic Wage
Interpreter-Translator, #102, BWT 1-5 *下記重要事項を参照 / Please see Important Notes*		BWT 1-5 : ¥265,300 ~
施設名/Location	部隊名/Organization	
キャンプ座間/Camp Zama	Surgeon Office, USARJ	
勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0830 ~ 1715, Recess: 1230 ~ 1315) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work		
募集期間/Opening Period 14 May 25 – 28 May 25, 履歴書は締切日の午後 3 時必着/ Resume Must arrive by 1500 on the cut-off date		
重要事項/Important notes		
各種待遇等/Benefits & Allowances. 地域手当/Area Allowance: 基本給の 12%(12% of Basic Wage) 住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.)) 通勤手当/Communting Allowance: 月額最高 150,000 円(150,000yen/month (max.)) 扶養手当/Family Allowance: (月額)配偶者 3,000 円, 子 11,500 円(Spouse 3,000yen, Child 11,500yen/month) その他 夏季・年末手当等 (Summer and year-end allowances, etc.) 年次休暇/Annual Leave: 年 20 日(20 days/year) 社会保険年金完備、マイカー通勤可(Social insurance and pension plan fully covered, car commuting allowed)		
年齢/Age 18 歳～61 歳、定年年齢を上限 Ages 18 to 61, Up to the retirement age.		

Duties:

1. Medical Translation, Referrals and Interpretation: Works with patients via phone or in person to schedule medical care with Japanese hospitals and accompanies patients to medical appointments. Translates and interprets the explanation of care being provided in Japanese healthcare facilities to English speaking patients and Japanese providers. Translates itemized receipts from Japanese to English for patients and advises them on procedures for filing for reimbursement with insurance companies that require receipts to be written in English. Helps patients fully understand the medical reports that are written in Japanese. Works with Japanese hospital nurses and physicians to facilitate care to include patients admitted to local Japanese hospitals. Receives referrals ordered for patients and helps to schedule the required appointments. May be called-in during off-duty hours in rare situations. May be assigned temporary duty as a medical translator and interpreter for U.S. Army Japan multi-day military exercises and functions. Duty location may be on or off US FORCES JAPAN Installations (To include working shifts at Host Nation Hospitals to support patients), but other than military exercises, duty will be in the local commuting area.

2. Chaperone patients: Explains procedures and treatment to all patients to ensure they fully understand providers' instructions and diagnosis. Provides assistance to Emergency Medical Technician and providers in emergency situations. Adheres to all applicable Health Insurance Portability and Accountability Act of 1996 (HIPAA) rules of privacy at all times. Seeks out Exceptions To Policy (ETP) from supervisory leadership when confronted with difficult situations.

3. Administrative duties: Performs variety of administrative duties to include the preparation of correspondence, memorandums, information papers, messages, and other documents as required in both English and Japanese to include verbal translations during official visits and meetings. Provides administrative customer service related requests as instructed. Receives and refers telephone calls. Answers routine questions concerning U.S. Army Japan related matters. Submits ATAAPS time cards on time. Performs other related duties as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-5

Must have at least one (1) year of specialized experience* equivalent to BWT 1-4 OR four (4) academic years above high school leading to a bachelor's degree** OR Completion of four (4) year college/university**.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

****When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

要求される英語力レベル / Required Language Proficiency Level (LPL):

Language Proficiency Level 4: Exceptional proficiency

* 職務に必要とされる英語力レベルについての詳細はホームページ上を参照ください。

Please see our website for detail information on the required LPL.

要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:

For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

要求される雇用条件 / Required Condition of Employment:

1. Must be able to pass the required Physical Exam.
2. Must be physically fit to perform the duties above.
3. Must be flexible and cooperative for different work shifts.
(Unless translating at a military exercise, work shifts will typically be Monday-Friday during regular duty hours)
4. Must have or be able to obtain and maintain current Cardiopulmonary Resuscitation certificate (CPR).
5. All Surgeon Office Interpreter-Translators should be able to show proof upon hire, or if already employed, of the correct number of completed vaccinations or immunity for the following: Measles, Mumps, Rubella, Varicella, Polio. If there is no

immunity or vaccination history noted by an employee, these and all job required vaccinations/titer labs can be offered and completed by MEDDAC-Japan at no charge for employees to fulfill the requirement. A Polio booster may be offered every 10 years as required by titers. If a LN employee decides to get titers or vaccinations done outside of MEDDAC-Japan, either the Japanese CPO (dependent on their support), or the individual assumes responsibility for the cost of these vaccinations/labs. Nevertheless, the completion of these required vaccinations must be accomplished and documented completely. If a worker is involved in Housekeeping or direct patient care where they could be exposed to Blood and body fluids, then that worker should show immunity to Hep B, with a completed vaccination series for Hep B, or they can sign a declination for the Hep B vaccination at their own risk. Hep B boosters may be offered as required by titers. TDAP is highly recommended for LN employees to protect them against Pertussis. The TD (Tetanus and Diphtheria) vaccination is required for all housekeeping personnel and healthcare personnel that may be exposed to cuts or punctures in the course of their job. A TD Booster will be offered every 10 years. Proof of a completed Influenza vaccination is required annually for all Surgeon Office Interpreter-Translators. Each LN worker will upon hire, show proof of a 2 step PPD, or, if having a positive PPD history, will receive a CXR to rule out TB at time of hire and get a Chest Xray at MEDDAC or show proof of a Chest Xray every 7 years following that date. An annual medical screening appointment is mandatory for All Surgeon Office Interpreter-Translators with MEDDAC-Japan Occupational Health and an annual TB Risk Assessment Tool is required to be completed and submitted, by the LN to Occupational health as well, to track annual TB risk.

6. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

タイムイングレード / Time in Grade (TIG):

BWT 1-5 :

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ positions at the next lower grade (BWT 1-4) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)

申請用紙 / Applications :

1. (1) 履歴書/USFJ FORM 196aEJ (2) 職務経歴書 / Resume of Work Experience

申請用紙の記入言語 / Language to complete applications :

英語/ English

必要添付書類 / Required attachments :

- ☒ 英語力の証明書のコピー (ALCPT、TOEIC L&R®、TOEFL®、CASEC、英検のいずれか) /Copy of English certificate (ALCPT, TOEIC L&R®, TOEFL®, CASEC or EIKEN)
- ☐ 日本の運転免許証のコピー/Copy of Japanese driver's license
- ☐ 最高学歴の卒業証明書のコピー/Copy of diploma of highest education completed.
- ☒ その他/Other **Please attach copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。**
 - ☒ 外国籍で永住権をお持ちの方は在留カードまたは特別永住者証明書のコピー (両面) を添付のこと/For those who have a permanent residency of Japan must attach a copy of Resident Card or Special Permanent Resident Certificate (both sides).
 - ☒ <For non-native Japanese speaker, copy of score in Test of Practical Japanese >

応募方法/To Apply

- 上記の書類を締切日までに担当の人事課まで郵送もしくはEメールで送信してください。締切日の午後3時必着。提出された応募書類は返却いたしません。Mail/E-mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. All submitted documents will not be returned.
- その他、応募時の注意事項についてはウェブサイト(<https://www.usarj.army.mil/gojjobs/>) をご参照ください/Please refer to the website (<https://www.usarj.army.mil/gojjobs/>) for other notes for application.

選考状況について/Selection Status

- 選考状況については、ウェブサイト上の「選考状況」をご確認ください(<https://www.usarj.army.mil/gojjobs/>)/To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojjobs/>), “Selection Status”
- 電話、電子メール等でのお問い合わせはご遠慮ください/Please refrain from contact by phone and/or email

提出先/ Submit To

Email*: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil

***Eメールに履歴書等必要書類を添付して応募する場合は、メールの件名に空席広報番号(例: MLC(I)17-001)を入力してください。/Please include Announcement Number (e.g. MLC(I)17-001) in the subject line when applying by e-mail.**

郵送 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 101, W137
在日米陸軍 日本人事務所 雇用課 MLC(III)25-175

Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000
JESO, G1, USARJ MLC(III)25-175