DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT	**OPENING DATE**	**CLOSING DATE**
NAO-09-MPP/ESEP-N	01/01/09	OPEN CONTINUOUS

POSITION
MEDICAL OFFICER

SPECIALTIES COVERED:

Family Medicine	OB/GYN
Internal Medicine	Preventive Medicine
Emergency Medicine	Orthopedic Surgery
General Surgery	Radiology
Anesthesiology	Pathology
Psychiatry (Adult & Child)	Ophthalmology
Otolaryngology	Urology
Pediatric	Ear, Nose, Throat (ENT)

GRADE/SALARY
GS-602-11, *$62,752 - $77,611 PER ANNUM
GS-602-12, *$75,215 - $93,026 PER ANNUM
GS-602-13, *$89,447 - $110,633 PER ANNUM
GS-602-14, *$102,919 - $127,957 PER ANNUM
GS-604-15, $111,760 - $145,290 PER ANNUM
*SPECIAL RATES AUTHORIZED
UNDER 5 USC 5305

Other additional compensation which a physician may be eligible for are Recruitment Bonus (maximum of 25% of base pay); Relocation Bonus (maximum of 25% of base pay); Initial or Renewal of Retention Allowance (maximum of 25% of base pay when necessary); Physician Comparability Allowance, maximum of $16,000 for a one-year contract and maximum of $20,000 for a two-year contract; Market Pay; Appointment-above-the-minimum; Travel and relocation at government expense to duty station.

LOCATION AND DUTY STATION:
Chinle Comprehensive Health Care Facility & Clinic, Chinle, Arizona
Crownpoint Health Care Facility, Crownpoint, New Mexico
PHS Indian Hospital, Fort Defiance, Arizona
Gallup Indian Medical Center & Clinic, Gallup, New Mexico
PHS Indian Health Center & Clinic, Kayenta, Arizona
Northern Navajo Medical Center & Clinic, Shiprock, New Mexico

(NOTE: Government Housing may be available at most locations)

NUMBER OF VACANCIES: Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Applicant Supply File for future referral when vacancies occur. Positions may be permanent or temporary, full-time, part-time or intermittent (work only when called). See "HOW TO APPLY" for submission information. If an initial or original appointment to a temporary or term appointment is made from this vacancy announcement, the original action or appointment could be extended **without** further announcement of the position.

PROMOTION POTENTIAL: Positions may be filled at one of the grade levels listed above. Depending on the specialty and location, some permanent positions have promotion potential to the GS-12, GS-13, GS-14 or GS-15. If you are selected for a supervisory position, you will be required to serve a supervisory probationary period.

DUTIES: Serves as a Medical Officer by performing diagnosis and treatment of patients commensurate within his/her specialty training, education and experience. Performs other duties as assigned.

The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: *DEGREE - DOCTOR OF MEDICINE OR DOCTOR OF OSTEOPATHY* from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation.

GRADUATE TRAINING: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

LICENSURE: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Applicants who meet the basic requirements qualify for GS-11 positions.

IN ADDITION TO THE BASIC REQUIREMENTS FOR GRADES GS-12 AND ABOVE:

GENERAL PRACTICE POSITIONS: General practitioners must be skilled in recognizing various medical pathologies that require referral to specialist for diagnostic and treatment procedures.

For GS-12 - 2 years of graduate training or equivalent experience and training.
For GS-13 - 3 years of graduate training or equivalent experience and training.
For GS-14 and above - In addition to the requirements for GS-13, 1 year of appropriate experience equivalent to at least the next lower grade level.

SPECIALIST POSITIONS: Specialist positions require graduate training and 52 weeks of experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties.

For GS-13 - 3 years of residency training in the specialty of the position to be filled.
For GS-14 - 4 years of residency training in the specialty of the position to be filled.
For GS-15 - 5 years of residency training in the specialty of the position to be filled.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

- Ability to assign to and review work of subordinates, train and work effectively with subordinate from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed at least 52 weeks at the GS-11 level to qualify for the GS-12; at least 52 weeks at the GS-12 level to qualify for the GS-13; at least 52 weeks at the GS-13 level to qualify for the GS-14; and at least 52 weeks at the GS-14 to qualify for the GS-15.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date the certificate is issued.

CONDITION OF EMPLOYMENT: Immunization Requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook, Series 602 for complete information. For more complete information, contact your Servicing Personnel Office.

WHO MAY APPLY: **Merit Promotion Plan (MPP) Candidates**: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veteran's Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEE REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

   A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

      1. Received a specific RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or

5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position form which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documenting selective factor, equality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to practice medicine in a rural setting.
2. Ability to communicate in writing.
3. Ability to meet physical and mental demands of position.
4. Ability to communicate orally.
5. Skill in technical procedures.
6. Ability to analyze complex medical problems and arrive at decisions.
7. Knowledge of disease processes, diagnostic and therapeutic procedures.
8. Knowledge of standards of care.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020. FOR MORE INFORMATION, CONTACT: ANGELA SEGAY, HUMAN RESOURCES SPECIALIST, AT 928/871-1421.

1. OF-612, 0ptional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Any other written application format;

PLUS a copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed as follows in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED AS FOLLOWS MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement number, title and grade of the position for which you are applying.
2. Full name, full mailing address, and day and evening phone numbers (with area codes).
3. Social Security Number
4. Country of Citizenship
5. Veteran's Preference Certificate:DD-214, indicating discharge and/orSF-15 if claiming 10 point preference.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of diploma or GED.
9. Colleges and Universities: Name, City, State (zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned);
10. Work experience (paid and non-paid); job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending date (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

E-MAILED, TELEFAXED OR ELECTRONIC APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran preference determination, education, training and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Angela Sizzy 12-31-08

HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-09-MPP/ESEP-N. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THE PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
MEDICAL OFFICER, GS-602-11/12/13/14/15

1. ABILITY TO PRACTICE MEDICINE IN A RURAL SETTING. This is the ability to provide medical care of a more complex nature without direct or daily contact with tertiary care resources or specialists. What in your background shows you possess this ability?

   What was the duration of these activities?

   Who can verify this information? (Please provide telephone number.)

2. ABILITY TO COMMUNICATE IN WRITING. This person must be able to document medical records and reports in a complete, clear, concise and timely manner. What in your background shows you possess this ability?

   What was the duration of these activities?

   Who can verify this information? (Please provide telephone number.)

3. ABILITY TO MEET PHYSICAL AND MENTAL DEMANDS OF POSITION. The person in this position must be able to work extensive hours involving rotating shifts, call back responsibilities with changing priorities. What in your background shows you possess this ability?

   What was the duration of these activities?

   Who can verify this information? (Please provide telephone number.)

4. ABILITY TO COMMUNICATE ORALLY. The person in this position must be able to communicate effectively with patients, colleagues and other healthcare workers. This includes the ability to effectively teach medial students, residents and other health professionals. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

5. SKILL IN TECHNICAL PROCEDURES. This is the ability to apply technical skills in the given specialty. The person in this position must have skills that are current and up to date for the given. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

6. ABILITY TO ANALYZE COMPLEX MEDICAL PROBLEMS AND ARRIVE AT DECISIONS. The person in this position must have the ability to integrate complex medical information along with epidemiology and social factors to arrive at a care plan. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

7. KNOWLEDGE OF DISEASE PROCESSES, DIAGNOSTIC AND THERAPEUTIC PROCEDURES. The person in this position must have current and up to date knowledge of disease processes and appropriate diagnostic and therapeutic procedures. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

8. KNOWLEDGE OF STANDARDS OF CARE. The person in this position must have knowledge of standards of care for their specialty and how they apply to clinical practice and peer review. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

CERTIFICATION

I, certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

_____ _____

Signature of Applicant (Sign in Ink) Date

SUPPLEMENTAL QUALIFICATIONS STATEMENT
Medical Officer, GS-11/12/13/14/15

(You are required to complete and submit this form with your application)

Name (Last, First, Middle) _____ Birth Date _____ Social Security Number _____

Mailing Address (Number, Street, City, State, Zip Code)

_____

Basic Professional Training (Name and Location of School)

_____

Type of Degree (e.g., M. D.) and Date Received: _____

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates (ECFMG)? Yes [ ] No [ ]

Date of ECFMG Certificate (if applicable): _____

INTERNSHIP:

Type of Internship and Specialty _____
Name and Location of Hospital (City and State) _____
Name of Chief of Service or Program Director _____
Dates Attended (Month/Year) From _____ To _____
Date Certificate Received _____

RESIDENCY TRAINING AND FELLOWSHIP:

Name of Specialty _____
Name and Location of Hospital (City/State) _____
Name of Chief of Service or Program Director _____
Dates Attended (Month/Year) From _____ To _____
Date Certificate Received _____

OTHER GRADUATE EDUCATION:

Major field of study or program _____
Name and Location in Institute (City/State) _____
Date Certificate, Diploma, or Degree Received _____
Dates Attended (Month/Year) From _____ To _____

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? Yes [ ] No [ ]
Are you board certified by an American Specialty Board? Yes [ ] No [ ]
If your answer is 'yes' to either question, furnish the following:

Name of specialty board _____
Specialty _____
Date of Certification _____