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
GA-09-MPP/ESEP-B	01-12-2009	OPEN CONTINUOUS

POSITION: NURSE

GRADE/SALARY:
GS-610-04, *$41,866 - $47,501.00 per annum
GS-610-05, *$45,947 - $53,155.00 per annum
GS-610-07, *$50,217 - $60,261.00 per annum

LOCATIONS AND DUTY STATIONS:
Gallup Indian Medical Center, Gallup, New Mexico
Crownpoint Comprehensive Health Care Facility, Crownpoint, New Mexico
Tohatchi Health Center, Tohatchi, New Mexico

*SPECIAL SALARY RATES AUTHORIZED UNDER 5 USC 5305

AREA OF CONSIDERATION: NATIONWIDE

TRAVEL/MOVING EXPENSES: May be paid for eligible employees

GOVERNMENT HOUSING: Private Housing Only ~ GALLUP
CROWNPOINT: Government Housing may be available

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NUMBER OF VACANCIES: Applications are being accepted from all interested applicants 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). Refer to "HOW TO APPLY" for application process and 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 location and type of appointment, some permanent positions have promotion potential to the GS-05, or 07.

DUTIES: Provides direct nursing services in the assessment, planning, implementation and evaluation of patient care in the hospitals and health clinics. As a graduate nurse trainee, a trainee will perform professional duty that involves primarily routine nursing care and the development of knowledge and skills to support the basic preparation of professional nursing. Works under the supervision of a Head Nurse or, after orientation, may work under the supervision of the Supervisory Clinical Nurse or a Charge Nurse. Consults the team leader or head nurse on unusual problems, emergencies, and matters not covered in initial instructions. Position may require working on a rotational shift during evenings, nights, weekends and holidays.

Performs other duties as assigned.

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

BASIC REQUIREMENTS: EDUCATION: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. Candidates who meet the basic requirements qualify for the GS-04 grade level.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional nursing experience equivalent to the GS-04 or 52 weeks of experience as a practical nurse or nursing assistant under the supervision of a professional nurse to qualify for the GS-05; and 52 weeks of professional nursing experience equivalent to the GS-05 to qualify for the GS-07.

SELECTIVE PLACEMENT FACTOR: All applicants must have a current, valid, active, unrestricted license in a state, the District of Columbia, the commonwealth of Puerto Rico, or a territory of the United States.

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade Requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks at the GS-04 level to qualify for the GS-05 level; and at least 52 weeks of service at the GS-05 level to qualify for the GS-07.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade and qualifications requirements by 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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series GS-610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office. *TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BEFORE ENTRANCE ON DUTY.*

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 for Federal Employment or Resume, 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).

INFORMATION FOR DISPLACED EMPLOYEES 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 selection 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 from 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 documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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 positions. 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. Knowledge of basic patient assessment and intervention skills.
2. Ability to communicate orally and/or in writing.
3. Knowledge of appropriate pharmaceutical interventions.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Gallup Indian Medical Center, Human Resources Office, P.O. Box 1337, Gallup, NM, 87305. **FOR MORE INFORMATION CONTACT:** Julia Nelson at 505/722-1412. **ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED.**

1. OF-612, Optional Application for Federal Employment; **or**
   SF-171, Application for Federal Employment; **or**
   Resume; or any other written application format. **See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**

2. OF-306, Declaration for Federal Employment 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 these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may be hired; you may be fired after you begin work; or you may be fined or jailed**. IHS Child Care Addendum, this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must signed the required "Addendum to Declaration for Federal Employment:. Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal Employment.

3. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA 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 such documentation is contained in their Official Personnel Folder.

4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.

5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee.

6. Latest Performance Appraisal, if a current federal employee.

7. An Official College Transcript, to show proof of undergraduate or graduate education.

8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below 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 BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.*

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number:
4. Country of Citizenship;
5. Highest Federal civilian grade held (give series and dates held);
6. High School - Name, City, State (zip code if known), and date of Diploma or GED.
7. Colleges and Universities - Name, City, State (zip code if known), Major(s), Type and Year of degree received (If no degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job, Title, Employer's Name and Address, Supervisor's Name and Telephone Number, Description of Duties and Accomplishments, Starting and Ending dates (month/year), Average hours worked per week, and Salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honor, awards, special accomplishments.

NOTE: **THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.** Applicants

who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations 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.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternative 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.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered with the Commissioned Corps by submitting a resume to the GIMC-Personnel Office. Commissioned Corps applicants claiming Indian Preference will be evaluated ice 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 Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service 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.

PERSONNEL CLEARANCE	01-09-2009 DATE

-EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER--GA-09-MPP/ESEP-B. 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 THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

FOR ANY VACANCIES EXIST AT CROWNPOINT, PLEASE CONTACT: VICTORIA PABLO AT (505) 786-6213

SUPPLEMENTAL QUESTIONNAIRE
NURSE, GS-610-4/5/7

1. **KNOWLEDGE OF BASIC PATIENT ASSESSMENT AND INTERVENTION SKILLS**. This is the knowledge of the basic scope of nursing practices and skills. This includes the knowledge of basic nursing assessments using intervention skills while considering age specific criteria. Also includes the ability and knowledge to apply nursing interventions according to specific policies, procedures and standards of patient care. What in your background shows you possess this knowledge?

   What was the duration of these activities?

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

2. **ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING.** This is the ability to abstract, document relevant patient data and convey data to the patient care team to develop a plan of care while maintaining confidentiality. This includes the ability to comprehend a wide variety of oral and written information, and to understand and process the information to function under the pressure of time, changing conditions and priorities. What in your background shows that you possess this ability?

   What was the duration of these activities?

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

3. **KNOWLEDGE OF APPROPRIATE PHARMACEUTICAL INTERVENTIONS.** This is the knowledge of normal pharmaceutical dosage interventions and compatibilities with other treatments and existing plan of care. This includes the knowledge of and use of basic nursing practices and skills by applying pharmaceutical practices according to specific policies, procedures and standards of patient care. The person in this position should have the ability to work as a member of a team. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

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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.

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Signature (Sign in ink) Date