DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
GA-07-MPP/ESEP-083

OPENING DATE
10-01-2007

CLOSING DATE
OPEN UNTIL FILLED

POSITION
Supervisory Clinical Nurse

GRADE/SALARY
GS-0610-11, $62,634.00 per annum*
GS-0610-12, $73,194.00 per annum*

NUMBER OF VACANCIES
One (1) MD 45 01

LOCATION AND DUTY STATION
Division of Nursing Services
Medical/Surgical Unit
Gallup Indian Medical Center
Gallup, New Mexico

*Special rate authorized under 5 USC 5305

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APPOINTMENT
(X) Permanent

WORK SCHEDULE
(X) Full Time

AREA OF CONSIDERATION
(X) IHS Wide

SUPERVISORY/MANAGERIAL
(X) Yes, May Require One Year Probation

PROMOTION POTENTIAL
(X) No Known Potential

HOUSING
(X) Private Housing Only

TRAVEL/MOVING
(X) May Be Paid For Eligible Employees

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DUTIES: The incumbent supervises, manages, directs, coordinates, provides leadership, and evaluates the provision of nursing care provided on the unit. Organizes, directs, reviews work, administers personnel matters, and manages a budget for the unit. Supervises and assigns work to employees. Plans and adjusts work schedules and operations to meet established objectives, priorities, deadlines and/or standards of care. Make changes in assignments of tasks to positions to improve work flow and services rendered. Sets level of performance and prepare formal Performance Appraisals of employees under the specific unit program direction and/or reviews evaluations. Recommends, initiates and pursues promotions, reassignments, status changes, performance awards and disciplinary actions for employees at level of authority. Approve leave and overtime. Implements significant provisions of personnel management procedures, training and career development plans, grievance procedures, safety practices as well as specific orientation. . Addresses disciplinary cases for counseling at level of authority. Recommends and/or refers to higher level management cases requiring higher level decisions. Recommends and refers personnel actions involving subordinate supervisors and personnel to direct supervisor as appropriate. In collaboration with Nurse Educator, QA coordinator and supervisory clinical staff identifies developmental and training needs of employees. Applies and implements EEO program and guidelines. Serve as a role model and teacher for the subordinate staff on current trends in nursing services. Enforce policy to implement nursing care plans for continuing quality and

quantity of nursing care. Facilitates utilization of staff and participates in Performance Improvement activities. Participate in station committees for improved interdisciplinary communication. Performs other related 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.

PROFESSIONAL REGISTRATION REQUIREMENT FOR ALL NURSE POSITIONS: All applicants must have active, current registration as a professional nurse in a state, the District of Columbia, the commonwealth of Puerto Rico, or a territory of the United States.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: For GS-11, applicants must have 52 weeks of professional nursing experience equivalent to at least the GS-09 level and for GS-12, 52 weeks of professional nursing experience equivalent to at least GS-11 level . **OR**

For GS-11, completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education.

POSITIVE EDUCATION REQUIREMENT: YES **LICENSURE REQUIRED**: YES

SELECTIVE PLACEMENT FACTOR: None

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, as listed below:

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

PERSONAL ATTRIBUTES: The attributes listed below are important to success in supervisory or managerial position at all supervisory levels. Accordingly candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectively and fairness in judging people on their ability, and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of views; and
- Capacity to "see the job through."

The skills, abilities, and personal attributes described above may have been demonstrated in many types of either supervisory or non-supervisory work assignments.

CONDITION OF EMPLOYMENT: The responsibility includes the provision of nursing care on a 24-hour, 7 day a week basis.

IMMUNIZATION REQUIREMENT: - 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.

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 for GS-11 must have completed 52 weeks of service at the GS-09; and candidates for GS-12 must have completed 52 weeks of service at the GS-11 level by the closing date of this announcement.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Operating Manual Qualification Standard for General Schedule Positions, Series 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.

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

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 eligible 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 SF-171, Application for Federal Employment, in item #1 whether their application is submitted under the IHS Excepted Service 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, or those with a 30% or more compensable service-connected disability.)

INFORMATIONFOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTIONPRIORITY CONSIDERATION:

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or 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 and career0conditional (tenure group I or II) or be current HIS expected appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are 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 greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at leas fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS I 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 EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSDIDERATION 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 from which you have been separated. The position must not have a greater promotion potential than the position form 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 this 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 plan, organize, and prioritize work.
2. Knowledge of administrative and fiscal regulations, policies and procedures.
3. Ability to implement various accreditation processes.
4. Ability to meet and deal with a variety of individuals and groups.
5. Ability to work independently and under pressure.
6. Ability to supervise the work of others.
7. Ability to investigate, analyze and solve problems.
8. Knowledge of the nursing regulations, policies and procedures.
9. Ability to communicate orally and in writing.

SEE ATTACHED 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 sign 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. 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.

<u>*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS</u>: 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-Human Resources 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.

Julia Kilgore 09/27/07

PERSONNEL CLEARANCE DATE

APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-07-MPP/ESEP-083. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
SUPERVISORY CLINICAL NURSE, GS-610-11

1. ABILITY TO PLAN, ORGANIZE, AND PRIORITZE WORK. This is the to accomplish the objectives of an organization or segment or an organization through planning, organizing, and prioritizing work assignments to utilize available resources in the most efficient manner, including application of concepts and practices in program development, management and evaluation. What in your background shows you possess this ability?

   What was the duration of these activities?

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

2. KNOWLEDGE OF ADMINISTRATIVE AND FISCAL REGULATIONS, POLICIES AND PROCEDURES. This includes knowledge of regulations, policies and procedures that pertain to management, budget and expenditures, procurement, payroll, human resources and routine correspondence, etc. 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.)

3. ABILITY TO IMPLEMENT VARIOUS ACCREDITATION PROCESSES. This is the ability to understand, implement and develop systems to monitor and maintain the standards of accreditation agencies and others within the Health and Human Services. What in your background shows you possess this ability?

   What was the duration of these activities?

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

4. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS. The person in this position should have the skill in being persuasive, the ability to gain the confidence of others, perceptiveness in dealing with others. The ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals and groups within and outside the organization, other government agencies and private organizations, both in person and by telephone. What in your background shows you possess this ability?

What was the duration of these activities?

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

5. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE. The person in this position should be able to work effectively under pressure of time and product timely work products. The person in this position must be able to work with frequent interruptions and still meet deadlines. What in your backgrounds shows you possess this ability?

What was the duration of these activities?

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

6. ABILITY TO SUPERVISE THE WORK OF OTHERS. The person in this position should have the ability to evaluate the work of subordinates, develop performance standards; counsel; instruct; discipline; resolve complaints, schedule leave, motivate, explain and enforce office policies, and make recommendations to higher level management on personnel matters. This includes the ability to be persuasive in gaining the confidence and cooperation of others. What in your background shows you possess this ability?

What was the duration of these activities?

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

7. ABILITY TO INVESTIGATE, ANALYZE AND SOLVE PROBLEMS. This is the ability to examine factual data, comprehend and interpret written materials, prepare written reports, identify problems and make recommendations for solving the problems. What in your backgrounds shows you possess this ability?

What was the duration of these activities?

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

8. KNOWLEDGE OF THE NURSING REGULATIONS, POLICIES AND PROCEDURES. This is the knowledge of basic nursing standards operating policies and procedures and the development, implementation, evaluation of same, and the ability to interpret the standards policies and procedures in order to manage and direct the nursing services in an efficient manner. 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.)

9. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. This is the ability to express oneself orally and in writing clearly and concise for a variety of purposes such as correspondence, reports, instructional material, manuals, group teaching and participating in and conducting meetings. What in your background shows you possess this ability?

What was the duration of these activities?

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

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C-E-R-T-I-F-I-C-A-T-I-O-N

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