U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phoenix Area Indian Health Service
Southwest Region – Office of Human Resources
Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. If other than the above, the Indian Health Service is an Equal Opportunity Employer.

****Positions to be filled as vacancies occur****

ANNOUCEMENT NUMBER:	OPENING DATE:	CLOSING DATE:
PXIHS-08-14-OC	01-01-08	12-31-08

POSITION TITLE/SERIES/GRADE: Dental Assistant, GS-0681-02/03/04

STARTING SALARY: GS-02 - $21,691 - $27,293 per annum
GS-03 - $23,667 - $30,767 per annum
GS-04 - $26,569 - $34,545 per annum

PROMOTION POTENTIAL: GS-04

SUPERVISORY/MANAGERIAL: None

RELOCATION EXPENSES: No expenses paid.

APPOINTMENT/WORK SCHEDULE: Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.

AREA OF CONSIDERATION: DHHS Wide

DUTY LOCATIONS: Fort Yuma, Parker, Peach Springs, Polacca, San Carlos, Regional Treatment Center, Tucson, Whiteriver, Native American Cardiology Program, AZ; Elko, Schurz, NV; and Roosevelt, UT.

JOB DESCRIPTION: Dental Assistant performs the duties of assisting the Dental Officer in providing oral health services. Serves as receptionist, receives patients, seats them, adjusts chair, prepares patient for treatment indicated. Provides routine maintenance on dental equipment and instruments. Instructs patient in brushing and flossing techniques, care of prosthodonic appliances, and common causes of tooth decay. Operates dental x-ray equipment to take radiographs and develops film. Performs other duties as assigned.

WHO MAY APPLY: Merit Promotion and Excepted Service Eligibles. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran's Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP or both. If not indicated they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when if doing so, it would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.

2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver's license.

QUALIFICATION REQUIREMENTS: Applicants must meet the experience and/or education below:

NOTE: Public law 97-35 requires that persons who administer radiology procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully complete an educational program that meets or exceeds the standards described in that regulation and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in the field. The following meet these requirements:

(1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic, who prescribes radiologic procedures to others.
(2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by the Indian Health Service.

All applicants, however, must meet the requirements below:

Specialized Experience (for positions at GS-4): Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled.

OR

Education and Training:

For GS-3: Successful completion of (a) 1-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included a course in radiation physics; radiating biology; radiation health, safety, and protection; X-ray films and radiographic film quality, radiographic techniques; darkroom and processing techniques; and film mounting; or (b) practical nurse training approved by the appropriate State, territory, or District of Columbia accrediting body.

For GS-4: Successful completion of a 2-year dental assistant program or completion of a 2-year dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included at lest 12 semester hours of courses such as those shown above for GS-3.

Grade	Experience	Education and Training
GS-2	3 Months	High School graduation or equivalent
GS-3	6 Months	1 year above high school with course(s) related to the occupation, if required
GS-4	6 Months	2 years above high school with courses related to the occupation, if required

****Transcripts must be provided to substitute education for experience.**

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIRMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's)

SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

Dental Assistant, GS-0681-02:

1. Knowledge of patient record filing procedures.
2. Knowledge of filling out appointment slips and answering telephones.
3. Ability to communicate with a variety of individuals to obtain and relay information.

Dental Assistant, GS-0681-03:

1. Knowledge of patient record filing procedures.
2. Knowledge of filling out appointment slips and answering telephones.
3. Ability to prepare and package instruments and use sterilizing equipment in a proper and safe manner.
4. Knowledge of basic patient treatment preparations and assisting duties.

Dental Assistant, GS-0681-04:

1. Knowledge of instruments, materials and standardized dental procedures for making preparations and providing chair-side assistance.
2. Ability to take quality X-rays which meet established requirements.
3. Knowledge of proper cleaning and sterilization techniques.
4. Knowledge of standard clinical routines and procedures including the use, care and storage of dental, medical or laboratory instruments.

HOW TO APPLY/REQUIRED FORMS: (Incomplete application will not be considered)

1. Applicants may use on the following to apply: (1) OF-612 Optional Application for Federal Employment, or (2) Resume (see requirements in Attachment A).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.
5. Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcript.
6. Completed PL 101-630 "Addendum to Declaration for Federal Employment. (OF 306)"Questionnaire. **(form attached)**
7. Completed Selective Service Registration Form. **(form attached)**
8. Completed Work Location Availability Form. **(form attached)**
9. Written Responses to the Knowledge, Skills and Abilities questionnaire. (KSA)
   (OPTIONAL ~ failure to submit may result in an ineligible rating or substantially lower score.)

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTN: PXIHS-08-14-OC
Office of Human Resources
Southwest Region
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510
Phoenix, AZ 85004-44424

Phone: (602) 364-5219
Fax: (602) 364-5357

Facsimile is acceptable – this office is not responsible for incomplete transmissions. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS) and subject to retention by this office.

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.

Human Resource Specialist: Call 602-364-5219 to contact a Human Resources Specialist. Date: 1/01/2008

ATTACHMENT A

Resume Requirements - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first,middle,last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number you can be reached at.
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, City, and State of school.
- Work Experience: (include non-paid work as well as paid)

    - Job Title (if Federal employment, indicate series and grade)
    - Duties and Accomplishments
    - Employer's name and Address
    - Employer's name and phone number
    - Starting and ending dates of employment (month/year)
    - Hours of work per week
    - Salary
    - Indicate if you do not want us to contact your current supervisor (if not specified, it will be assumed that we may do so)

- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.

2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.

3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:

   (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

   (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential that the position from which you will be, or have been separated.

   (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

   (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting are; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.

   (e) Be rated "well qualified" for this position. A numerical rating of 85 is considered to be well qualified for this position.

APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive of the Federal Government.

CERTIFICATION OF REGISTRATION STATUS

Check one:

{ } I certify I am registered with the Selective Service System.

{ } I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.

{ } I certify I have not registered with the Selective Service System.

{ } I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

NON-REGISTRANTS UNDER AGE 26

If you are under age 26 and have not registered as required, you should register promptly at the United States Post Office or consular office if you are outside the United States.

NON-REGISTRANTS AGE 26 OR OVER

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel agency Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision though the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register to register was neither knowing nor willful.

PRIVACY ACT STATEMENT

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C 3328, failure to provide the information requested by the statement failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

FALSE STATEMENT NOTIFICATION

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment. (Section 1001 of title 18, United States Code.)

_____

Legal signature of individual {please use ink}

_____

Date signed {please use ink}

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: **Dental Assistant** **Announcement Number:** **PXIHS-08-14-OC**

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? *YES*_____ *NO*_____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *YES*_____ *NO*_____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to $2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

_____

Applicant's Signature (sign in ink) **Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address***

FORM APPROVED: O.M.B. NO. 0917-0028 Expires 02/28/2009

Phoenix Area Indian Health Service

Work Location Availability Form

Name _____ Vacancy Announcement # PXIHS-08-14-OC

Check only the locations where you will accept employment.

HOSPITALS:

_____San Carlos, AZ
_____Parker, AZ
_____Polacca, AZ
_____Schurz, NV
_____Yuma, AZ

CLINICS:

_____Peach Springs, AZ
_____Supai, AZ
_____Reno, NV
_____Elko, NV
_____East Ely, NV
_____McDermitt, NV
_____Ft. Duchesne, UT
_____Flagstaff/Tucson, AZ
_____Bylas, AZ
_____Fallon, NV
_____Nixon, NV
_____Gardnerville, NV (Washo)
_____Yerington, NV
_____Cibecue, AZ
_____Sacaton, AZ