Department of Health and Human Services
Public Health Service
Indian Health Service

Vacancy Announcement

DIRECT HIRE AUTHORITY VACANCY ANNOUNCEMENT

These positions are also being filled through Office of Personnel Management's Government-wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three," Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

Announcement No: **Bemidji Area-DH-08-06**
Opening Date: **March 03, 2008**
Closing Date:
- **Closes May 13, 2007**

POSITION TITLE, SERIES, GRADE
Nurse Practitioner (Family Practice) GS-0610-12

OFFICE LOCATION:
Bemidji Area IHS facilities
- Cass Lake Indian Health Service, Cass Lake, MN

SALARY RANGE:
- GS 12: $75,025 to $92,341

Position is neither managerial nor supervisory
Number of Vacancies: Position to be filled as vacancy occurs.
Who May Apply:

This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human service has a severe shortage of candidates or a critical hiring need. As such this notice is targeted to qualified United States citizen's and are not current permanent Federal employees.

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:
As a member of the health care team, serves as a Nurse Practitioner providing primary health care for your particular nursing specialty to patients at a clinic, hospital or Medical Center based setting. Performs diagnostic services, which includes securing medical histories, conducting physical examinations; interpreting laboratory and x-ray results in order to define health problems and ascertain therapy required that are typical to advanced nursing practice

Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preferences. Please review the vacancy announcement for details on how to submit an application.

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

This position is subject to provision of the Interagency career Transition Assistance Plan Program (ICTAP) and career Transition Assistant Program (CTAP).

CONDITIONS OF EMPLOYMENT:

- 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.
- 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.
- 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.
- 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.
- Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
- Some service units operate under extended service hours 7 days per week.
- The incumbent may be required to travel and must possess a valid driver's license.
- Board eligible or board certified in your specialty

. POSITION INFORMATION

- Positions may be filled as permanent full-time part-time, rotational or intermittent (work only when called) schedule.
- Incumbents of these positions are Subject to on-call, call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- The Indian Health Service may or may not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment. Payment of relocation expenses will be determined on a case by case basis IN ACCORDANCE WITH THE Federal travel regulations.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT:

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. Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. **Transcripts must be provided if you are substituting education for experience.**

Licensure Required: All applicants must have an active current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Copy of your license must be provided

In addition to the Basic Requirements, applicants must have one year of experience equivalent to at least the GS-9 level and/or completion of all requirements for a doctoral degree (Ph.D., or equivalent) or 3 full years of progressively higher-level graduate education.

This experience or education must have equipped the candidate with the knowledge and ability to perform the work of the position for which being considered.

http://www.opm.gov/qualifications/SEC-IV/B/GS0600/0610.HTM

Selective Placement Factor: The following factor has been determined to be essential to the position. Candidates must demonstrate possession of the factor in order to be considered minimally qualified for the position:

- Certification by the appropriate certifying body (such as the American Nursing Association) as a Nurse Practitioner. A copy of the certification must be provided with your application, or:

Proof of meeting the condition for the above specialty must be submitted along with your application. Failure to submit a copy to verify that the selective placement factor is met will cause loss in consideration for the position.

Grade	EDUCATION** AND/OR EXPERIENCE
GS-12	52 weeks of specialized experience equivalent to at least next lower grade level

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.
Examples of specialized experience for Advanced Nurse Practitioners: Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide advance nursing care skill set. This may include assessing the health status of an individual, managing the care of selected patients, and providing various medical treatments, health teaching, counseling to individual and families through out all age groups for the particular specialty you are applying for.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

EVALUATION METHOD:

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.

WHERE TO APPLY:

Indian Health Service
Bemidji Area Human Resources
522 Minnesota Avenue
Bemidji, Mn 56601

- A copy of this announcement may be obtained by calling **Tony Buckanaga** (281) 444-0486. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS,** www.usajobs.opm.gov or **IHS Website, www.ihs.gov.**
- For additional information, contact the Division of Human Resources at (218) 444-0473.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only.* This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

_____

Signature of Applicant

THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment (Form number OF-612)		**Resume or Other written application format with information requested below.**

***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons 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, Indian preference, education, training and/or experience.

Your resume *or* other application format **MUST** contain the following information:

JOB INFORMATION
Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION
Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),
Social Security Number
Country of citizenship

EDUCATION
High School (name, city, and state) and date of diploma or GED
College and/or universities (name, city, and state, major, type and year of degrees received)
Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

WORK EXPERIENCE
Give the following for your paid and non-paid work experience related to the job for which you are applying:
Job title (**if Federal, please indicate series and grade & submit SF-50**)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (**month and year**)
Hours per week
Salary
Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS
Give dates but do not send documents unless requested:
Job related training courses (title and year)
Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.
KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	***INDIAN PREFERENCE***	***VETERAN PREFERENCE***	**FEDERAL EMPLOYEE**
A. Current Billet description. *B. Most recent "Commissioned Officers Effectiveness Report".* *C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."*	*Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.* *Preference will not be given unless a copy of the 4432 is attached to the application.*	*Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.* *To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.*	(Current, former, or displaced) A. Notification of Personnel Action, SF-50. B. Most recent numerical performance rating. *Priority consideration will not be given to* DISPLACED FEDERAL EMPLOYEES, *unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.*

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

OMB number 0990-0208
Expires 8-31-2001

Applicant Background Survey

GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth: ☐☐☐☐

C. For Agency Use:

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ NOT HISPANIC or LATINO

F. Race (select one or more)

☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.

☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

☐ Male

☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

☐ I do not have a disability
☐ Deaf
☐ Blind
☐ Missing extremities
☐ Partial paralysis
☐ Complete paralysis
☐ I have a disability, but it is not listed (*specify*):
☐ Convulsive disorder
☐ Mental retardation
☐ Mental or emotional illness
☐ Severe distortion of limbs and/or spine

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses**: This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information is this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure**: Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement**: 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 current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.