

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.

****REANNOUNCED TO SOLICIT FOR ADDITIONAL CANDIDATES, THOSE THAT APPLIED NEED NOT REAPPLY*****

ANNOUNCEMENT NUMBER: PXIHS-08-19-OC-2	OPENING DATE: 05/20/2008	CLOSING DATE: 12/31/2008
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POSITION TITLE/SERIES/GRADE: Student Trainee (Extern/Co-Step); GS-0000-03/04/05/07/09/11

SALARY:

<i>For Phoenix, Mesa, Scottsdale Locations Only.</i>	GS-03, \$11.50 Per Hour	GS-05, \$14.44 Per Hour	GS-09, \$21.88 Per Hour
	GS-04, \$12.91 Per Hour	GS-07, \$17.89 Per Hour	GS-11, \$26.47 Per Hour

<i>Rest of U.S.</i>	GS-03, \$11.34 Per Hour	GS-05, \$14.24 Per Hour	GS-09, \$21.58 Per Hour
	GS-04, \$12.73 Per Hour	GS-07, \$17.64 Per Hour	GS-11, \$26.11 Per Hour

TRAVEL:

(437 Students Only)

- 1) Extern may request travel reimbursement for one round trip to the extern site. The request for Extern Travel Reimbursement (Form J-05) must be completed and submitted PRIOR to travel.
- 2) Travel reimbursements are authorized based on Travel and Transportation allowance under the Federal Regulations.
- 3) If an advance for travel is required, you may work directly through (1) your coordinator and (2) the Area Office, Service Unit, or health clinic where you are assigned.
- 4) **Do not, under any circumstances, travel without authorized travel orders.**

HOUSING:

The student is responsible for finding their own housing; however, information on housing may be available from the Area Coordinator.

APPOINTMENT:

Temporary, Not to exceed 120 Days per year.

WORK SCHEDULE:

Full-Time or Part-Time

DUTY LOCATIONS:

Flagstaff, Fort Yuma, Parker, Peach Springs, Phoenix, Whiteriver, San Carlos, Polacca, Tucson, AZ; Elko, Schurz, NV; and Roosevelt, UT.

JOB DESCRIPTION: Student Trainee (Extern/Co-Step) is for the purpose of providing students with temporary employment placement in order to obtain working knowledge and experience in their chosen health profession or field. Individuals receiving an Indian Health Service Scholarship or other students *enrolled in a course of study in the health professions/allied health* may be employed as an IHS Extern. Student externs will be assigned at an IHS healthcare delivery system or administrative office, participating in a full range of activities in their respective health disciplines or field. The duties will vary depending on the profession or field entered. Assignments are available during nonacademic periods. Employment opportunities may not exist in all categories. **Students who are completing a rotation, whether clinical or on the job experience, that is part of a course requirement are not eligible.**

WHO MAY APPLY: This job is being filled by an alternative hiring process and is not in the competitive civil service.

- Any U.S. Citizen
- Priority consideration will be given in the following order:
 - 1) IHS Scholarship Recipient, Section 104 Health Professionals;
 - 2) IHS Scholarship Recipient, Section 103 Pre-graduate;
 - 3) IHS Scholarship Recipient, Section 103 Preparatory;
 - 4) Non-IHS Scholarship/Native American Indian;
 - 5) Non-IHS Scholarship/Non-Indian.

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 doing so 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.
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.
8. Selectee must have documented immunity to Rubella and Measles.

QUALIFICATION REQUIREMENTS:

Eligibility: Individuals receiving a Public Law 94-437, Health Professions Scholarship are entitled to employment by the IHS during any non-academic period in accordance with the provisions of section 105 of the Health Care Improvement Act or individuals enrolled in the health profession/allied health discipline. This does not prohibit scholarship recipients or any other qualifying students from doing an externship; as long as the student is not enrolled in classes during that timeframe. ***Students are required to provide documentation that they will be returning to school. Students must not be on probation or discontinued from the scholarship program for any reason.***

- Student must have completed the 1st year of college, with documented enrollment for the Fall semester.
- Student must not be on any academic probation.
- Undergraduate students must have at least a 2.0 grade point average or above on a 4.0 scale.
- Graduate students must have at least a 3.0 grade point average.

Qualifications:

Grade:	Education:
GS-03	30 semester hours or 45 quarter hours
GS-04	60 semester hours or 90 quarter hours
GS-05	Bachelor's Degree or 120 semester hours or 180 quarter hours
GS-07	1 st year of Graduate School (18 semester hours of graduate education or 27 quarter hours of graduate selection)
GS-09	Master's or equivalent graduate degree or 2 full years of progressively higher graduate education leading to such a degree of LL.B. or J.D., if related.
GS-11	Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree on LL.M., if related.

OFFICIAL TRANSCRIPTS MUST BE PROVIDED.

METHODS OF EVALUATION: The salary is based on the student's experience and the number of completed semester hours in their academic program according to Personnel Standards, rules, and regulations. The ratings listed below are proposed grade levels based on the number of credit hours completed. The personnel office responsible for the extern position will determine your grade level.

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

1. Applicants may use one of 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," Tribal Identification Cards and Certificates of Indian Blood will NOT be accepted.
3. Official college transcripts – these documents will be used to credit your education and are a basis for determining salary. Photocopies or Unofficial copies of transcripts will not be accepted.
4. 2007 Fall Enrollment Registration or letter from College School Advisor attesting to 2007 Fall Enrollment.
5. Completed Extern Site Preference Request Form (form attached).
6. Completed Extern Travel Reimbursement Form (form attached).
7. Completed PL 101-630 Questionnaire (Indian Child Care Form - form attached).
8. Completed Selective Service Registration Form (form attached).
9. OF-306, Declaration for Federal Employment (form attached).

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

ATTN: PXIHS-08-19-OC-2
Southwest Region IHS
Office of Human Resources
Two Renaissance Square
40 North Central Avenue, Suite 510
Phoenix, AZ 85004-44424

Phone: (602) 364-5219
Fax: (602) 364-5176

All submitted materials are subject to retention by this office. 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.opm.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).

Human Resource Specialist: Call 602-364-5219 to contact Ms. Kimberly Honahnie

Date: 5/20/2008

IHS operated properties are "Tobacco Free."

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, and 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 Accomplishments
 - 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.

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 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

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Item 15a. Agency Specific Questions

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

Job Title in Announcement: Student Trainee (Extern/Co-Step) **Announcement Number:** PXIHS-08-19-OC-2

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 YES, 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 YES, 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***