



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE  
NAVAJO REGION



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT  
GA-08-084

OPENING DATE  
09/15/08

CLOSING DATE  
10/03/08

POSITION  
Supervisory Social Worker

LOCATION AND DUTY STATION  
Behavioral Health Services Branch/Social Work Services  
Gallup Indian Medical Center  
Gallup, New Mexico

GRADE/SALARY  
GS-0185-12 ~\$65,315 to \$84,913

NUMBER OF VACANCIES  
One (1) 205909

APPOINTMENT  
 PERMANENT

WORK SCHEDULE  
 FULL TIME

AREA OF CONSIDERATION  
 IHS WIDE

SUPERVISORY/MANAGERIAL  
 Yes, may require 1 year probation

PROMOTION POTENTIAL  
 NO

HOUSING  
 PRIVATE HOUSING ONLY

TRAVEL/MOVING  
 MAY BE PAID FOR ELIGIBLE EMPLOYEE

**DUTIES:** Serves as Supervisor of medical and clinical social workers, under the direct supervision of the Director/Chief of Four Directions Behavioral Health Services. Responsible for the overall direction and coordination of all social work services for all outpatient clinics and inpatient wards within the hospital. Plans, develops and implements the social work program which best meets the specific needs of the department, the hospital and the patients. Participates actively in improving the integration of social work, mental health, and alcoholism, including improvements in communication and overall services to all hospital staff and patients. Reports and takes appropriate action on information derived from social service surveys, studies, or research projects to identify social problems, unmet needs, gaps overlapping of services, and/or to evaluate the effectiveness of the social work service effort. Prepares written reports as required including monthly program reports, technical evaluation reports, response to Area/Headquarters' requests for program data and other reports as required. Provides Social Work Services consultation to staff, Community Health Representatives, Tribal groups, and related community agencies to strengthen the understanding of health and disease and insure utilization of all services. Provides direct social work service in cases with complex problems. Provides crisis intervention and disposition for walk-in patients needing immediate assistance. Demonstrates ability and willingness to share the responsibility to provide technical support to and evaluation of exiting Tribal, IHS, Contract or Private Alcoholism/Chemical Dependency programs consistent with Standards of the Joint Commission of Healthcare Organizations, IHS manual, Navajo Nation Master Health Plan and the Navajo Tribal Action Plan for Alcoholism/Substance Abuse. Maintain liaison and sound working relationships with Community Resources, IHS Area Office and state programs. Performs other duties as related to the position.



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

**BASIC REQUIREMENTS:** Degree: Social Work. Must fulfill all of the requirements for the master's degree in social work in a school accredited by the Council on Social Work Education.

Master's Degree with practicum: Applicants who complete all of the requirements for the master's degree in social work that included a practicum are eligible for GS-09.

**IN ADDITION TO MEETING THE BASIC REQUIREMENTS:** Applicants must have 52 weeks of specialized experience equivalent to at least GS-11 to qualify for the GS-12.

**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. To be creditable, specialized experience consists of clinical activities involving assessments, treatment and discharge planning for inpatient and outpatient services for children, adolescent, adults and geriatric population. Coordinates service delivery and continuity of patient care by networking with other community providers and establishing close liaison with these programs. Continually evaluates and develops areas of needed improvement in the social work programs.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** 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 the 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-today work operations.
- f. Ability to develop improvements in or design new work methods and procedures.

**SELECTIVE PLACEMENT FACTOR:** EACH PHS SOCIAL WORKER MUST POSSESS AND MAINTAIN A CURRENT STATE LICENSE OR CERTIFICATION. Please provide a copy of licensure, certification or registration.

**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-12 must have completed 52 weeks of services at the GS-11 level.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**CONDITION OF EMPLOYMENT:** 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.

**REASONABLE ACCOMODATION:** 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.

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\*\*\*NOTE\*\*\* Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-0185, for complete information. For more information, contact your servicing Personnel Office.

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#### 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.

**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 provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment 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, those with a 30% or more compensable service connected disability).

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

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INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

**If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of 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 or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you 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 a greater promotion potential than the position from which you are being separation.
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.
4. Be currently employed by DHHS in 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 CONSIDERATION 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 special 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.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Officer applicants will be evaluated by the Human Resources Office 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 Officer applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts 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 Officer applicants may also be required to submit proof of Indian Preference and attach proof of possession of the appropriate license.

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**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 evaluate patients' needs; develop and implement treatment plans and make appropriate referrals.
2. Knowledge of DSM-IV Diagnostic Standards and Basic Psychotherapeutic Modalities.
3. Ability to communicate effectively both orally and in writing.
4. Ability to plan, organize and evaluate the program.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

NOTE: "**Declaration for Federal Employment**" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Position), BOTH forms 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 two questions can make you ineligible for employment in this position. **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.**

**"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"**

**HOW AND WHERE TO APPLY:** All applicants must submit **one** of the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite Street, Gallup, NM or P. O. Box 1337, Gallup, New Mexico 87305, by close of business (4:30 p.m.) on the closing date: **10/03/2008**. For more information contact Irene Benallie at (505) 726-8720.

- 1) OF-612, Optional Application for Federal Employment; **or**
- 2) \*Resume **or**
- 3) \*Other written application format.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, 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 BIA Form 4432 but **MUST** state that such documentation is contained in their Official Personnel Folder.

**\*INFORMATION REQUIRED ON 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 (College 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 code);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate: DD-214 and/or SF-15 if claiming 10 preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grades held (give series and dates held);

8. High School - Name, City, State (zip code, if known), and date of Diploma or GED;
9. College 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);
10. 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;
11. Indicate if we may contact your current Supervisor;
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishment.

**THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.**  
**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, EMAIL, OR ELECTRONIC RESUMES.**

Note: Applicants who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran preference determination, Indian Preference, education, training, and or experience.

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than this, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**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, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Irene Benallie	09/10/2008
PERSONNEL CLEARANCE	DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - GA-08-084 . ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE  
SUPERVISORY SOCIAL WORKER, GS-0185-12**

1. **ABILITY TO EVALUATE PATIENTS' NEEDS; DEVELOP AND IMPLEMENT TREATMENT PLANS; AND MAKE APPROPRIATE REFERRALS.** The person in this position must be able to elicit pertinent information about a patient's condition, including an assessment of the mental status. From this evaluation, a treatment plan must be formulated, which considers a full range of available biopsychosocial interventions. What in your background shows you possess this ability?

What was the duration of these activities?

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

2. **KNOWLEDGE OF DSM-IV DIAGNOSTIC STANDARDS AND BASIC PSYCHOTHERAPEUTIC MODALITIES.** The person in this position must be able to apply the knowledge and understanding of modern diagnostic criteria to a broad range of presenting problems, furthermore, an appropriate form of psychotherapy must be selected, depending on the specific diagnosis. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

3. **ABILITY TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING.** The person in this position must have the ability to communicate clearly and explicitly and in such a manner that optimal performance of all staff is facilitated. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. **ABILITY TO PLAN, ORGANIZE AND DIRECT AND EVALUATE THE PROGRAM.** The person in this position must have the ability to clearly formulate a work plan that accomplishes both short and long term goals and objectives. This includes the ability to supervise a department which has a critical clinical mission. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide 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 of Applicant (Sign in Ink)

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Date