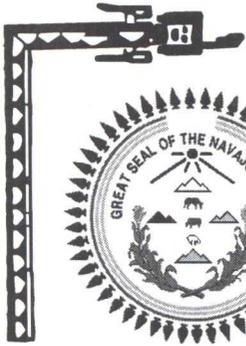


DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE
ENVIRONMENT

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

GA-08-079

OPENING DATE

09-15-2008

CLOSING DATE

10-03-2008

POSITION

Native Medicine Program Coordinator

LOCATION AND DUTY STATION

Division of Public Health
Office of Native Medicine
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY

GS-301-12, \$65,315.00 per annum

NUMBER OF VACANCIES

One (1) (20 94 01)

APPOINTMENT

(X) Permanent

WORK SCHEDULE

(X) Full Time

AREA OF CONSIDERATION

(X) IHS Wide

SUPERVISORY/MANAGERIAL

(X) NO

PROMOTION POTENTIAL

(X) No Known Potential

HOUSING

(X) Private Housing Only

TRAVEL/MOVING

(X) May Be Paid for Eligible Employees

DUTIES: The incumbent is to plan, develop, implement, and evaluate all native healing services per policies and procedures as well as staff program activities within the Office of Native Medicine. Administer and coordinate all Native Medicine program activities including collaboration with native healing practitioners who may be temporary or permanent employees. Incumbent is responsible for programs development, administration, direction, budget, personnel and staff education. Writes, revises and updates policies and procedures for all program goals/objectives and personnel scope of work activities. Plans, develops, and implements a native medicine and cultural education program for patients and staff at all levels. Researches and evaluates a program for accessibility, availability, and accountability of native healing services using the continuous performance improvement method. Perform analysis of process, impact, and outcome of all program activities including policies, procedures, and regulatory requirements. Researches, writes, and submits proposals for grants and funding opportunities supporting partnership projects with community agencies. Plan, manage and carry out service unit traditional counseling/healing services in accordance with departmental goals in order to meet defined objectives. Provide traditional counseling/healing services to patients and their families in clinical and community settings including the bedside, native healing room, traditional Hogan, sweat lodge, and community sites, as appropriate. Provide traditional counseling on disease process, health maintenance, the promotion of healthy lifestyles and the prevention of illness while listening

and supporting the patients' current concerns. Provide native diagnostic procedures and the ritual treatment procedures, including simple ceremonies, blessings and sweats. Documents all patient care and services provided in the medical record per service unit and departmental policy. Schedules and provides appropriate follow-up care of patients. Collaborates and establishes partnerships with Navajo and other Native Nations who have native healing services and cultural education programs. Facilitate the referral of patients to the ONM for native healing treatment and intervention. Provide guidance and assistance to native healing practitioners who receive patient care referrals as needed. Educates staff on routine short term healing services available and assists with scheduling ceremonies as needed. Assist with the coordination of sweat lodge therapies. 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: GS-12, Candidates must have 52 weeks of specialized experience equivalent to at least GS-11 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 in coordinating all program development activities; collaborating with internal and external individuals in administering the native healing program; plans and implements a variety of program activities; knowledge of cultural and community factors; writing grants and finding resources to supplement fiscal funding activities; knowledge of adult education principles, techniques and methods for patient and staff education; must know when to refer patients/clients to other native practitioners for complex traditional therapies; knowledge of program development, administration, direction, budget, personnel, and staff education. This includes thorough understanding of program goals and objectives.

POSITIVE EDUCATION REQUIREMENT: NO LICENSURE REQUIRED: NO

SELECTIVE PLACEMENT FACTOR: None

CONDITIONS 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.

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 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 Standards Handbook or the IHS Excepted Service Qualification Standard, Series 301 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. *IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING PROOF OF TRANSCRIPTS.*

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 OF-612, Resume or 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.)

**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 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 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 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 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.

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. Knowledge of traditional Navajo and other Native American healing beliefs and practices.
2. Skill in providing traditional counseling, healing and cultural education services.
3. Ability to counsel and teach.
4. Ability to effectively communicate factual information orally and in writing.
5. Knowledge of administrative and fiscal regulations, policies and procedures.
6. Ability to organize and keep records, manuals, and files.
7. Skill in interpersonal relations.
8. Ability to review the work of others.
9. Ability to plan, organize, and prioritize work.
10. Ability to independently and/or under pressure.

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 by (4:30 p.m.) on the closing date: 10-03-2008. **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.** This is a covered position under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must signed the required "Addendum to Declaration for Federal Employment".
3. A copy of BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS, must be submitted if the applicant claims Indian Preference. **Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.** 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. An 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.

***INFORMATION REQUIRED FOR 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 (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.

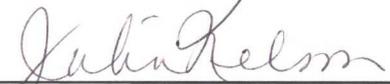
ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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.

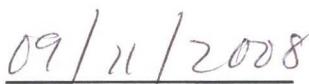
INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

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.



PERSONNEL CLEARANCE



DATE

APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-08-079. 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
NATIVE MEDICINE PROGRAM COORDINATOR, GS-301-12

1. KNOWLEDGE OF TRADITIONAL NAVAJO AND OTHER NATIVE AMERICAN HEALING BELIEFS, PRACTICES AND CEREMONIES. The person in this position must have the knowledge of traditional Navajo and other Native American healing beliefs and practices, as well as native traditional behavioral development, beliefs and cultural practices to plan, develop, and implement a traditional native healing and cultural education program for patients and staff. This includes consulting, collaborating and establishing partnership with other leaders of traditional medicine and native healing practitioners. Also includes the use of computer and operating systems in order to establish a data base and/or registry of traditional practitioners, and update information on computer files. 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.)

2. SKILL IN PROVIDING TRADITIONAL COUNSELING, HEALING AND CULTURAL EDUCATION SERVICES. The person in this position must have the skill in providing traditional counseling, healing and cultural education services both in Native and English language including speaking and writing abilities. This also includes good communication skills. What in your background shows you possess this skill?

What was the duration of these activities?

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

3. ABILITY TO COUNSEL AND TEACH. The person in this position should have the ability to counsel, teach and motivate patients, families and staff of different cultural backgrounds to adjust the mental and emotional illness. This also includes the ability to provide technical instruction, guidance, motivation and supervision of staff in own and other allied health disciplines. A knowledge of communication theory and counseling techniques is implied in this ability. 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.)

4. ABILITY TO EFFECTIVELY COMMUNICATE FACTUAL INFORMATION ORALLY AND IN WRITING. The person in this position must be able to present information to patients and IHS staff both through communicating with them or through written reports/correspondence in a manner that utilizes tact, diplomacy, maturity, and clarity so that critical information and data is conveyed pertaining to Native Medical Program activities. This includes the use of computer by entering appropriate patient data. 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. KNOWLEDGE OF ADMINISTRATIVE AND FISCAL REGULATIONS, POLICIES AND PROCEDURES. This includes knowledge of regulations, policies and procedure 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.)

6. ABILITY TO ORGANIZE AND KEEP RECORDS, MANUALS, AND FILES. This is the ability to maintain and assemble a wide variety of files, departmental manuals, medical records, and correspondence into an efficient system of records which meets or exceeds accrediting agency requirements. This includes the ability to maintain security of confidential information therefore, the usage of the Privacy Act of 1974 and HIPPA compliance is required to develop and maintain a credible program. 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. SKILL IN INTERPERSONAL RELATIONS. This includes the ability to provide information and instruction in a clear, concise, courteous manner, perceptiveness in dealing with others. This includes the ability to exercise tact, and mature judgment in meeting and dealing effectively with a variety of patients and staff, representing various types of medical/social situations. What in your background shows you possess this skill?

What was the duration of these activities?

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

8. ABILITY TO REVIEW THE WORK OF OTHERS. This is the ability to provide guidance and to objectively review the work of others, including resolving complaints, providing technical assistance and solving highly complex problems or issues. 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.)

9. ABILITY TO PLAN, ORGANIZE, AND PRIORITIZE WORK. This is the ability 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, managements 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.)

10. ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE. This is the ability to provide leadership and guidance. The ability to plan and carry out assignments, handling all priorities and performing work in accordance with established procedures. This also includes the ability to function effectively and maintain control and composure under stressful working conditions. 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.)

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