DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT	OPENING DATE	CLOSING DATE
GA-08-091	09-29-2008	10 -20-2008

POSITION
Supervisory Clinical Nurse

GRADE/SALARY
GS-610-11, $64,198.00 per annum*

NUMBER OF VACANCIES
One (1) (20 18 10)

LOCATION AND DUTY STATION
Division of Nursing Services
Nursing Administration
Gallup Indian Medical Center
Gallup, New Mexico

*Special rate authorized under 5 USC 5305

APPOINTMENT
(X) Permanent

WORK SCHEDULE
(X) Full Time

AREA OF CONSIDERATION
(X) IHS Wide

SUPERVISORY/MANAGERIAL
(X) Yes, May Require One Year Probation

PROMOTION POTENTIAL
(X) No Known Potential

HOUSING
(X) Private Housing Only

TRAVEL/MOVING
(X) May Be Paid For Eligible Employees

DUTIES: As a nursing tour supervisor directs employees in the performance of nursing tasks related to the care of all patients. Plans, organizes, directs and reviews work and administering personnel matters in absence of the CNE, or Unit supervisor. Is directly and indirectly accountable for inpatient nursing personnel on any given tour of duty. Plans and adjusts work schedules and operations to meet established objectives, priorities, deadlines and/or standards of care. Make changes in assignments of tasks to positions to improve workflow and services rendered. Assigns work to employee in an efficient, equitable and selective manner to achieve satisfactory quality of patient care. Recommend promotions, reassignments, status changes, performance awards and disciplinary actions for employees at level of authority. Addresses disciplinary cases for counseling at level of authority. Recommends and/or refers to higher level management cases requiring higher level decisions. Recommends and refers personnel actions involving subordinate supervisors and personnel to direct supervisor as appropriate. Recommend awards or bonuses for personnel subject to approval by higher level officials, supervisors, or others. In collaboration with Nurse Educator, QA coordinator and supervisory clinical staff, identifies developmental and training needs of employees. Enforce policy to implement nursing care plans for continuing quality and quantity of nursing care. Insures Nursing competency objectives are met through collaborative efforts with the CNE, Nurse Educator and Quality Assurance coordinator by participating in nursing rounds and routinely performing prospective audit of patient charts. Facilitates utilization of staff and participates in Quality Assurance activities. Must be able to adapt and intervene during crisis situations requiring clinical

interventions when circumstances deem necessary. Applies and implements EEO program guidelines. 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: 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.

PROFESSIONAL REGISTRATION REQUIREMENT FOR ALL NURSE POSITIONS: All applicants must have active, current registration as a professional nurse in a state, the District of Columbia, the commonwealth of Puerto Rico, or a territory of the United States.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional nursing experience equivalent to the GS-09 to qualify for GS-11.

Graduate education may be substituted for experience in accordance with OPM Qualification Standards for General Schedule Positions.

POSITIVE EDUCATION REQUIREMENT: YES **LICENSURE REQUIRED**: YES

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 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-to-day work operations.
f. Ability to develop improvements in or design new work methods and procedures.

PERSONAL ATTRIBUTES: The attributes listed below are important to success in supervisory or managerial position at all supervisory levels. Accordingly candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectively and fairness in judging people on their ability, and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of views; and
- Capacity to "see the job through."

The skills, abilities, and personal attributes described above may have been demonstrated in many types of either supervisory or non-supervisory work assignments.

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-11 must have completed 52 weeks of service at the GS-09 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.

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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series 610 for complete information. Substitution of education for experience will be made in accordance with those standards. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS**. For more complete information, contact your servicing Human Resources Office.

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 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, 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 career-conditional (tenure group I or II) or be current IHS excepted 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 form 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. Ability to supervise and review the work of others.
2. Knowledge of the nursing regulations, policies and procedures.
3. Ability to work independently.
4. Ability to encourage corrective action.
5. Ability to plan, organize work and set priorities.
6. Ability to meet, deal, and communicate with a variety of individuals and groups within and outside the organization.

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, 217 Marguerite Street, Gallup, NM, 87305 by **4:30 p.m.** on the closing date: 10-20-2008 **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 and Addendum 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 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**. 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". Consideration for an offer

of employment may be denied if there are affirmative responses on the Declaration for Federal Employment.

3. A copy of an official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, must be submitted if the applicant claims Indian Preference. 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 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), Majors, Type and Year of degrees 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 Phone 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, licenses or certification (current only), honors, 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 by submitting a resume. Commissioned Corps applicants will be evaluated 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 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 Corps applicants may also be required to submit proof of Indian Preference and proof 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.

Julia Nelson — 09/26/2008

PERSONNEL CLEARANCE — DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **GA-08-091**. 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.

SUPPLEMENTAL QUESTIONNAIRE
SUPERVISORY CLINICAL NURSE, GS-610-11

1. ABILITY TO SUPERVISE AND REVIEW THE WORK OF OTHERS. This is the ability to make work assignments to a wide variety of employees, evaluate the work of subordinates, counsel employees, recommend employees for selection, promotions, awards, disciplines, formal training; scheduling leave, resolve complaints and provide on-the-job training. 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.)

2. KNOWLEDGE OF THE NURSING REGULATIONS, POLICIES AND PROCEDURES. This is the knowledge of basic nursing standards operating policies and procedures and the development, implementation, evaluation of same and the ability to interpret the standards policies and procedures in order to manage and direct the nursing services in a efficient manner. 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.)

3. ABILITY TO WORK INDEPENDENTLY. The person in this position should have the ability to independently accomplish tasks and timely work products with little or no supervision in accordance with the established policies, practices, and priorities o the office. This includes the ability to plan and organize work on one's own initiative, and seek information and assistance from sources outside the office, when necessary. 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.)

4. ABILITY TO ENCOURAGE CORRECTIVE ACTION. This is the ability to take findings and recommend solutions to problems/areas/performance/assessing it and taking corrective action from line management. 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. ABILITY TO PLAN, ORGANIZE WORK AND SET PRIORITIES. The person in this position should have the ability to effectively anticipate workload demands to schedule performance to best ensure that all requirements are met in a timely fashion. This also includes the ability to complete assignments under the pressure of changing conditions and short deadlines. What in your backgrounds shows you possess this ability?

What was the duration of these activities?

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

6. <u>ABILITY TO MEET, DEAL, AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS AND GROUPS WITHIN AND OUTSIDE THE ORGANIZATION.</u> This is the ability to establish positive, interpersonal relationships by utilizing tact, diplomacy, and mature judgment with a variety of individuals, including superiors, peers and subordinates within the organization and with persons outside the organizations. 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