

**NAVAJO AREA
INDIAN HEALTH SERVICE**

*We will not except faxed or e-mail applications
Applications mailed using government postage or through an
internal government mail system will not be considered.*



VACANCY ANNOUNCEMENT
SR-08-120

OPENING DATE
September 29, 2008

CLOSING DATE
October 10, 2008

POSITION
NURSING ASSISTANT

LOCATION AND DUTY STATION
NORTHERN NAVAJO MEDICAL CENTER
Division of Nursing Services
Pediatrics Inpatient Branch
Shiprock, New Mexico

GRADE/SALARY
GS-621-04 \$26,569 - \$34,545 per annum

NUMBER OF VACANCIES Two (2 Vacancies) (304112/20)

APPOINTMENT
 PERMANENT

WORK SCHEDULE
 FULL TIME

AREA OF CONSIDERATION
 COMMUTING AREA

PROMOTION POTENTIAL
 NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL
 NO

HOUSING
 PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE
 NO EXPENSES PAID

DUTIES: Incumbent is to provide a variety of duties associated with the care and treatment of patients. Provides nursing care to patients such as: Seriously ill patients (comatose or in shock, cardiac failure, traumatic injury as burns, head wounds, amputation); mentally disoriented patients; post-operative patients; and patients with orthopedic appliances. Perform a variety of responsible nursing care tasks involving standardized procedures requiring knowledge and consideration of specific patient conditions and treatments. Provide nursing care to seriously ill patients by assembling equipment supplies such as parenteral fluids, sterile dressings and instruments, equipment, supplies and specific medications within reach of physician and nurse; by remaining with patients, determining proper functioning of equipment such as oxygen, suction, drainage, and observing and reporting patient's condition and reactions. Provides nursing care to mentally disoriented patients by observing patient's behavior and maintains a safe environment. Provide nursing care to patients with orthopedic appliance by checking all traction devices for proper functioning determining correct alignment of body and weights and observing and reporting any symptoms. Under the direction of the professional nurse-administers prescribed treatments as selected irrigation's. Explains treatment and gives helpful information and reassurance to patient as needed. Prepares the patient and explains the procedure contemplated to insure the cooperation, security and comfort of patient. Assist physician in diagnostic procedures as lumbar puncture, aspiration procedures, throat and other cultures by setting up trays, labeling specimens and delivery to laboratory. Maintain clinical records by recording vital signs, height, weight, intake, output and observation relative to patient's condition and reaction; medication, treatment and nursing care given. Maintain supply and upkeep of unit equipment. Participate in teaching by utilizing knowledge and skill to interpret plan of care to patients and their families in personal hygiene, health habits, and home care. Attends in-service education programs, workshops and participates in nursing committee activities. May accompany patients requiring uncomplicated care being transported to other facilities with responsibility for the continual assessment of patient's conditions and apply appropriate life sustaining techniques. Work on a regularly assigned rotational or call back basis to provide continuity of patient care during evenings, nights, holidays, and weekends.

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

BASIC QUALIFICATION: Applicants must have at least 6 months of general experience and 6 months of specialized experience or 2 years above high school with courses related to NURSING.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of providing customer service.

Specialized Experience: Qualifying specialized experience includes nonprofessional nursing care work in a hospital, outpatient clinic, nursing home, or other medical, nursing, or patient care facility, or in such work as that of a home health aid performing duties such as:

- Providing personal nursing care such as providing pre- and post-operative care.
- Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.
- Caring for mentally ill patients, including observing, recording, and reporting changes in their behavior, and providing reassurance and encouragement.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.



Substitution of Education for Experience: Successful completion of a 2-year degree program in an accredited community college, junior college, or college or university in practical nursing or in a field of study appropriate to the specialization of the position, such as education in a program for a psychology, psychiatric, or operating room technician. Applicant must submit an official college transcript; diploma, license; or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization Requirement-Upon employment, 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 or any Area Office position that requires regular work at a Service Unit.

OTHER SIGNIFICANT FACTORS: This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

Incumbent must work in a regularly assigned rotational or call-back basis to provide continuity of patient care during evenings, nights, holidays, and weekends.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan may have advanced to a position to grade GS-04 if: (1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or (2) He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or (3) He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

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

REASONABLE ACCOMMODATIONS: 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.

NOTE Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-621 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel 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 (ESEP) Candidates: Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees of 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 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 selection 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 with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure Group I and II) competitive service employees who:
 1. Received a specific RIF separation notice; or current
 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 begin terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit 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.
 - 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 for 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 that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF NURSING CARE PROCEDURES.
2. KNOWLEDGE OF MEDICAL EQUIPMENT, MATERIALS AND SUPPLIES UTILIZED.
3. ABILITY TO ORGANIZE AND MAINTAIN RECORDS, MANUALS, AND FILES.
4. ABILITY TO COMMUNICATE VERBALLY.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicants claiming Indian Preference, you must submit 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, or appropriate BIA form showing 50% of more blood quantum if applicant is not an enrolled member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA form 4432, but must state that such documentation is contained in their Official Personnel Folder.

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. You must submit a copy of DD-214.

"Declaration for Federal Employment" (OF-306) and addendum for Child Care & Indian Child Care Worker positions 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.

For more information contact: Gloria Redhorse-Charley, HR Specialist, 505/368-6095; E-mail gloria.redhorse-charley@ihs.gov

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 Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would 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), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;

8. 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); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

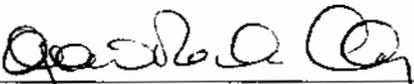
NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

ADDITIONAL SELECTIONS: Additional or alternate selection 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 geographical location.

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 IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: 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 System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED 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.

 9/26/08
HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-120. 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.

*SUPPLEMENTAL QUALIFICATION STATEMENT
Nursing Assistant, GS-621-04*

1. KNOWLEDGE OF NURSING CARE PROCEDURES. This is knowledge of a variety of interrelated and standard nursing procedures and recurring work experience that demonstrates skill sufficient to resolve problems in carrying out patient care. Includes maintaining clinical records according to guidelines and nursing care plan. What in your background would indicate that you possess this knowledge?

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

What was the duration of these activities?

2. KNOWLEDGE OF MEDICAL EQUIPMENT, MATERIALS AND SUPPLIES UTILIZED. This is knowledge sufficient to use standard equipment, materials, and supplies in diagnostic and treatment procedures that support nursing care of patients for the purpose of accomplishing care reports to nurses, medical staff, and family members. What in your background would indicate that you possess this knowledge?

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

What was the duration of these activities?

3. ABILITY TO ORGANIZE AND MAINTAIN RECORDS, MANUALS, AND FILES. This is the ability to maintain and assemble a wide variety of files, records and correspondence into an effective system of records. This includes the ability to locate case files, correspondence or any paper relating to the work of the office. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

4. ABILITY TO COMMUNICATE VERBALLY. This is the ability to clearly express oneself verbally in a variety of circumstances to patients, family members, peers, nursing and medical professionals for the purpose of explaining, providing and requesting medical information. Verbal communication is of vital importance to provide care, teaching, encouraging and persuading patient and family members to change living or health habits; with health and community health providers to exchange, obtain and provide continuity of care and the community to bring about changes by teaching community awareness such as prevention. Includes contact with law enforcements to ensure legal requirements are met for the patient and public. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

CERTIFICATION

I, CERTIFY that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date