



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE  
NAVAJO REGION



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

GA-08-093

OPENING DATE

09-29-08

CLOSING DATE

10-20-08

POSITION

Social Worker

LOCATION AND DUTY STATION

Gallup Indian Medical Center

Social Services Section

Gallup, New Mexico

GRADE/SALARY

GS-0185-11 ~ \$54,494 - \$70,843

NUMBER OF VACANCIES

One (1) 202104

APPOINTMENT

PERMANENT

WORK SCHEDULE

FULL TIME

AREA OF CONSIDERATION

IHS WIDE

SUPERVISORY/MANAGERIAL

NO

PROMOTION POTENTIAL

NO PROMOTION POTENTIAL

HOUSING

PRIVATE HOUSING ONLY

TRAVEL/MOVING

MAY BE PAID FOR ELIGIBLE EMPLOYEE

DUTIES: This position is located in the Social Work Services, Four Directions Department, of the Gallup Indian Medical Center. The purpose of the position is to provide professional social work, discharge planning and case management activities for the Indian beneficiaries of the Gallup Indian Medical Center. Incumbent exercise mature, professional judgment and flexibility in handling a wide range of casework skills in the study, diagnosis and treatment of patients and their families who present an unlimited range of difficult health related psycho-social, mental health, environmental and other problems. Determines independent conclusions of isolated and vulnerable patients who have complicated and conflicting needs regarding medical conditions/decisions, treatment plans, resources and relationships. In the functions of case management, incumbent will conduct initial case assessments, develop individualized service plans that will identify programs and services appropriate to meet patients' needs; access, coordinate/facilitate appropriate community and/or other services, monitor services as to appropriateness and cost-effectiveness of service, etc. Independently prepares and interprets case studies and histories of patients for physicians, health care teams and community social and other agencies for their use in reaching decisions for further medical or psycho-social treatment. Prepares patient referrals and coordinates services for patients with other professionals, community agencies/resources such as social, education, law, and judicial and health organizations. Makes independent professional decisions and recommendations for patient care planning regarding hospital discharge of patients to home or alternative living, community based or contract care rehabilitation or long term care. Incumbent participates in child and elder protection meetings and provides input on treatment/intervention plans to alleviate conditions leading to abuse/neglect of vulnerable patient groups. Prepares reports regarding caseload for evaluation of program. Provides supervision to social work trainee/student placed for training. Serves as assistant to the Supervisory Social Worker and assumes responsibility for the Branch activities during the supervisor's absence.

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 a 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 either 52 weeks of specialized experience equivalent to at least GS-09 to qualify for the 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 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:** GS-11 - 3 years of progressively higher level graduate education leading to a Ph.D. Degree or Ph.D. or equivalent doctoral degree.

**SELECTIVE PLACEMENT FACTOR:** LICENSURE, CERTIFICATION OR REGISTRATION AS A SOCIAL WORKER IS REQUIRED. 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. For GS-11, candidates must have completed 52 weeks of service at the GS-9 level by the closing date of the vacancy announcement.

**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 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.

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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:** 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.

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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 Personnel Office against the applicable Preston standard or the civil service standard, if not 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 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. Knowledge of a variety of therapeutic modalities.
2. Skill in interpersonal relationships.
3. Ability to make sound conclusions and recommendations, to document concisely and communicate effectively.
4. Ability to plan, organize and set priorities.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

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**NOTE: Declaration for Federal Employment" (OF-306) and Addendum to OF-306 (Child Care & 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, or P. O. Box 1337, Gallup, New Mexico 87305, by close of business (4:30 p.m.) on the closing date: **10-20-08**. 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 the BIA form 4432 but **MUST state that such documentation is contained in their Official Personnel Folder.**

**\*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 position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veterans' 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 grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.

9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. **Work experience** (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month/year), hours 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 accomplishments.

**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL, OR ELECTRONIC RESUMES**

**NOTE:** THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, received 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	09/26/2008
PERSONNEL CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - GA-08-093 . 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  
SOCIAL WORKER, GS-185-11**

1. **KNOWLEDGE OF A VARIETY OF THERAPEUTIC MODALITIES.** This is the knowledge of therapeutic modalities such as analytic, object relations, etc., and new applications such as interpersonal, supportive, cognitive behavioral, short-term dynamic therapy, etc. The person in this position should have the knowledge to work with families, children and adults using a variety of current therapeutic techniques. 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.)

2. **SKILL IN INTERPERSONAL RELATIONSHIPS.** This is to develop interpersonal relationships with patients, staff and other professionals. This includes the ability to establish effective working relationships by exercising tact, diplomacy and mature judgment in meeting and dealing with a wide variety of individual and groups. What in your background shows you possess this skill?

What was the duration of these activities?

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

3. **ABILITY TO MAKE SOUND CONCLUSIONS AND RECOMMENDATIONS, TO DOCUMENT CONCISELY AND COMMUNICATE EFFECTIVELY.** This is the ability to provide thorough and concise written documentation of evaluations, treatment and case management services, and summaries, treatment plans, referrals, and correspondence. This includes the ability to appropriately respond to, assess, and reach a sound conclusion on cases. 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 SET PRIORITIES.** Ability to meet deadlines, manage workload effectively, and ability to work on many projects simultaneously while maintaining the quality of work which meets accrediting agency requirements. 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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**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.

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Signature of Applicant (Sign in Ink)

\_\_\_\_\_  
Date