



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION
INDIAN HEALTH SERVICE



Re-Advertised: To solicit for additional applicants.
Those who previously applied need not re-apply.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT ☹

VACANCY ANNOUNCEMENT

FD-08-54A

OPENING DATE

September 26, 2008

CLOSING DATE

October 9, 2008

POSITION

DENTAL ASSISTANT (Expanded Function)

LOCATION AND DUTY STATION

Fort Defiance Indian Hospital
Division of Clinical Services
Dental Services
Fort Defiance, Arizona

GRADE/SALARY

GS-0681-06: \$33,135 - \$43,076 per annum
GS-0681-05: \$29,726 - \$38,639 per annum

NUMBER OF VACANCIES

ONE (1) Vacancy, PCN: 156827

APPOINTMENT

PERMANENT

WORK SCHEDULE

FULL-TIME

AREA OF CONSIDERATION

COMMUTING AREA

SUPERVISORY/MANAGERIAL

NO

PROMOTIONAL POTENTIAL

YES, TO GRADE: **06**

HOUSING

PRIVATE HOUSING ONLY

TRAVEL/MOVING

NO EXPENSES PAID

DUTIES: Performs a wide range of reversible intro-oral dental procedures under the direction of the dentist. Restores teeth prepared by dentist with permanent and temporary fillings; places bases and liners; selects, adapts and places matrices to normal and abnormal teeth; places, condenses, carves, finishes and polishes amalgam restorations, including those involving grossly decayed teeth requiring cups replacement and retentive pins; places, compresses and finish synthetic restorations. Supports dentist in endodontic treatments by applying rubber dam, removing temporary filling using low speed hand-piece, and cleansing and drying operative field. After dentist treats patient, assistant irrigates tooth, applies prescribed medications and closes tooth with temporary filling. Takes preliminary impressions for study models, modifying impression tray as needed. Pours and trims models. Constructs custom impression trays. Retracts gingival from tooth for final impressions by placing and removing retraction cord. Selects, adapts and seats stainless steel crowns; constructs and cements temporary acrylic crowns and bridges. Assists in surgical treatment by applying and removing periodontal and post-extraction dressing, and removing sutures. Instructs patient in preventive dental care measures, general nutrition as related to dental health, the common causes of tooth decay, and the care of prosthodontic appliances. Applies desensitizing agents, tissue conditioners and other topical agents prescribed by dentist to specified areas of the oral cavity. Operates dental x-ray equipment to take intra- and extra-oral radiographs. Provides chair side assistance, fully anticipating dentist's needs for various instruments, materials and services. Performs clerical work necessary for coordination related prevention programs. This includes but is not limited to Sealants, Fluoride Mouth Rinses, Well Child Clinic, Prenatal/OB, RAPID, Lift the Lip and Headstart. Assists the dentist to manage the daily operations of the dental clinic including assuring that patients are being seen in an efficient and professional manner, in accordance with SU dental policies.

QUALIFICATION REQUIREMENTS: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet the following requirements.

POSITIVE EDUCATION REQUIRED: NONE

LICENSURE REQUIRED: NONE

NOTE: Public Law 97-35 requires that persons who administer radiological procedures meet the credentialing standards in 42 CFR Part 75. **CERTIFICATION SHOULD BE SUBMITTED WITH APPLICATION TO RECEIVE CONSIDERATION FOR THIS POSITION.** Essentially, they must have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and be certified as radiographers in their field.



BASIC QUALIFICATIONS:

GS-05: Applicants must have 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 grade level.

GS-06: Applicants must have 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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. Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: OFFICIAL TRANSCRIPTS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT TO RECEIVE CREDIT FOR EDUCATION.

GS-05: Successful completion of a full 4-year course of study in a dental assistant or dental hygiene program that included at least 24 semester hours in the following courses: radiation physics; radiation biology; radiation health, safety and protection; x-ray films and radio-graphics film quality, radio-graphics techniques; darkroom and processing techniques; and film mounting. For GS-5 level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to 1 year of specialized experience.

GS-06: Graduate education or an internship meets the specialized experience required above GS-5 only in those instances where it is *directly related to the work of the position*. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Special Requirements for GS-5 and above Dental Assistant (Expanded Function): Applicants for Dental Assistant (Expanded Function) positions must have completed 1 (one) year of acceptable course work, preceptorship, or other formal training and/or work assignments specifically designed to equip them with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- U.S. Army's Dental Therapy Assistant Training Program.
- Continuing education courses in expanded functions for dental assistants offered by the Indian Health Service of the Department of Health and Human Services.
- Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-05 or below 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 of the grade of the position to be filled, at any time in the past; or
- (3) He/she previously held a position to be filled, at any time under any type of appointment

GS-06 – Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience at the GS-05 level to qualify for the GS-06 grade level.

CONDITIONS OF EMPLOYMENT: IMMUNIZATION REQUIREMENT – All persons born after December 31, 1956 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization 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 that requires regular work at a Service Unit.

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.

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.

NOTE: Refer to OPM Handbook Qualification Standards, Series **GS-0681** 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. **In order to obtain educational credit, you are required to provide college transcripts by the closing date of this announcement.**

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted 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 provisions of the Indian Health Service Examining Plan. These candidates **MUST** indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only.

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).

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 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 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 Reduction-in-Force (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 Technician who is 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 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 factor, 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 appraisal, training, letters of commendation, self development, awards and outside activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that 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 accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following (See attached Supplemental Questionnaire for definitions):

1. Knowledge of dental care procedures.
2. Knowledge of Expanded Function duties and procedures.
3. Ability to maintain confidentiality.
4. Ability to communicate orally and work independently.

NOTE: *This position is designated as a Child Care Position under Public Law 101-630 and Public Law 101-647.*

The Declaration for Federal Employment (OF-306), AND the IHS Addendum to the OF-306 must both be completed and submitted with your 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 the two questions on the Addendum 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.*

HOW & WHERE TO APPLY: Applications must be RECEIVED by close of business, 5:00 p.m. MDT, on the closing date of this announcement. All applicants must submit one of the following to the Fort Defiance Indian Hospital, Human Resources Branch, P.O. Box 649, Fort Defiance, Arizona 86504. *For more information contact: Sarah V. Morgan, Human Resources Specialist by telephone: (928)729-8256.*

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

If claiming Indian Preference, a copy of the **Verification of Indian Preference for Employment in the Bureau of Indian Affairs and Indian Health Service (BIA Form 4432)** form must be submitted with the application. 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 (OPF).

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. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
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 shows Total semester or Quarter Hours earned). (Attach Transcripts);

10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer’s Name and Address, Supervisor’s Name and phone number, starting and ending dates (month/year), hours/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.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran’s Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

ADDITIONAL SELECTIONS: Additional or alternate 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.

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.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

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 System.

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.

Human Resource Clearance

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-08-54A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES WILL NOT BE CONSIDERED.

APPLICATIONS MAILED USING GOVERNMENT POSTAGE OR THROUGH AN INTERNAL GOVERNMENT MAIL SYSTEM WILL NOT BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE

Dental Assistant (EF), GS-681-05/06

1. **KNOWLEDGE OF DENTAL CARE PROCEDURES.** The person in this position must have knowledge on instruments, materials/equipment, sterilization, radiographic and standardized dental procedures used in all phases of general and specialized dentistry to prepare and provide expanded function duties. What in your background indicates you possess this knowledge?

What was the duration of these activities?

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

2. **KNOWLEDGE OF EXPANDED FUNCTION DUTIES AND PROCEDURES.** The person in this position must possess this knowledge in order to perform a wide range of reversible intra-oral dental procedures with the scope of expanded function training. What in your background indicates you possess this knowledge?

What was the duration of these activities?

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

3. **ABILITY TO MAINTAIN CONFIDENTIALITY.** The person in this position will be required to handle high confidential and sensitive patient information data and materials of Medical Records. As such usage of Privacy Act of 1974 and imparting administrative information in confidence is required to maintain a creditable program. What in your background indicates you possess this ability?

What was the duration of these activities?

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

4. **ABILITY TO COMMUNICATE ORALLY AND WORK INDEPENDENTLY.** The person in this position must have the ability to express himself/herself effectively in order to be able to provide information in professional staff, patients or a variety of individuals. This includes the ability to work efficiently and productively in performing multiple procedures often with no assistance. What in your background indicates you possess this ability?

What was the duration of these activities?

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

CERTIFICATION

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

Signature of Applicant

Date