



DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

Table with 3 columns: VACANCY ANNOUNCEMENT NO. (SER-09-0002-SFSU), OPENING DATE (10-03-08), CLOSING DATE (10-17-08)

Table with 2 columns: POSITION TITLE, SERIES, GRADE AND SALARY (Custodial Worker Leader, WL-3566-03, \$12.04 per hour) and LOCATION & DUTY STATION (Santa Fe Indian Hospital, Housekeeping Department, Santa Fe, New Mexico)

AREA OF CONSIDERATION: Local Commuting Area – Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area. Outside non-Indian preference candidates will not be considered when using special area of consideration.

RELOCATION: Relocation expenses will not be paid. Employees who wish to relocate to Santa Fe, New Mexico, for their own benefit may apply. If there are no Indian preference eligible candidates within the commute area, and an Indian preference candidate is selected from outside the commute area, relocation costs will be paid.

CONDITIONS OF EMPLOYMENT:

One permanent full-time position. The incumbent of this position is subject to call back and/or standby work. Rotating hours of duty, including day and evening shifts, week-ends, and holidays.

Competition for Custodial Worker positions is restricted by law to persons entitled to veterans preference as long as such applicants are available for appointment.

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.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

DUTIES AND RESPONSIBILITIES: Leads day-to-day work of custodial workers by passing instructions from the supervisor, assigning immediate tasks to be performed, demonstrating work methods, checking work, and reporting to the supervisor. Insures that needed cleaning plans, instructions, supplies and equipment are available by obtaining them from supply sources and supervisor. Works and sets pace by performing custodial work of the same kind and level as that done by the housekeeping aids. Makes daily rounds of inspection checking work in progress advising other workers to follow instructions received by supervisor and to meet deadlines. Keeps supervisor informed on status and progress of work and problems. Provides orientation, trains, and demonstrates to workers proper cleaning methods and techniques, operation of equipment, and making sure that safety, sanitation and housekeeping policies and procedures are followed. Sees to it that all necessary precautions are used to protect employees against infection and injury while performing such duties. Maintains current knowledge of housekeeping methods, techniques, procedures and policies, written instructions, and other technical orders or directives. Must be able to answer questions of supervisory or overall work operations and problems which include on-the-job training requirements for individual workers and reporting of safety hazards for corrections. Conducts a continual safety program to appraise housekeeping workers of safety hazards to staff, visitors, and patients. May make minor facility repairs such as spot painting, caulking, tightening loose screws, bolts, etc. Maintains work schedules making appropriate adjustments when necessary. Follows customary work cycles and sequences in planning work assignments. Represents

supervisor and participates in management departmental meetings. Maintains work reports and records such as for inventory, supplies, equipment, and maintenance work orders.

QUALIFICATION REQUIREMENTS: Candidates for these positions will be evaluated under the Job Element X-118C, Job Qualification System for Trades and Labor Occupations. Applicants will be rated on the knowledge, skills, and abilities to perform the duties of the position.

Note: Competition for Custodial Worker positions is restricted by law to persons entitled to veterans preference as long as such applicants are available for opportunity.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below. **Applicants must address the following Job Elements on a separate sheet of paper.** The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Housekeeping Methods and Practices.
(Definition: Knowledge of how janitorial functions are performed in different situations, alternative methods, tricks of the “trade”, latest developments, etc.)
2. Ability to Lead.
(Definition: Ability to oversee and train subordinates, to deal honestly and fairly with subordinates, and to make good management decisions.)
3. Ability to interpret instructions.
(Definition: Ability to understand and explain verbal and written instructions, which may include making changes in work methods.)
4. Knowledge of housekeeping materials.
(Definition: Knowledge of the material used in accomplishing housekeeping work required of the position, for example, soaps, detergents, waxes, etc.)
5. Knowledge of janitorial tools and equipment.
(Definition: Knowledge of safe and proper operation of equipment such as scrubbers, waxers, vacuum cleaners, etc.)
6. Ability to work with others.
(Definition: Ability to get agreement with a minimum of dispute and to understand the other person’s positions.)

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 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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and 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).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, 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 for **permanent** positions as an MPP candidate; however veteran’s preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

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 Charlotte Yazza-Bain (505) 946-9206. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP/Interagency Career Transition Assistance Program (ICTAP)– Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all qualified is defined as meeting all education, experience, knowledge’s, skills and abilities (KSA’s) with a score in the above average range of a four-level crediting plan for all KSA’s. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: CTAP at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for ICTAP at <http://career.psc.gov/chpublic/ictap.html>

Only U.S. citizens may be appointed to the Competitive Service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Santa Fe Indian Hospital
Human Resources Office
1700 Cerrillos Road
Santa Fe, NM 87505

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Charlotte Yazza-Bain, Human Resources Specialist, 505 946-9206.

REQUIRED DOCUMENTATION:

Verification of Indian Preference: Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian Preference will not be given unless the BIA Form 4432 is attached to the application/Resume.**

The OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf

Addendum to Declaration for Federal Employment IHS Child Care and Indian Child Care Worker Positions.

Statement addressing the Job Elements.

See ‘**HOW TO APPLY**’ on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The position to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES CLEARANCE:

/s/ *Charlotte Yazza-Bain*

10/02/08

HOW TO APPLY

<p>The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.</p>	
<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>	<p>Resume or Other written application format with information requested below.</p>
<p>If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.</p>	
<p><u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying.</p>	
<p><u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship.</p>	
<p><u>EDUCATION</u> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or 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). To obtain educational credit, applicants must submit a copy of all college transcripts.</p>	
<p><u>WORK EXPERIENCE</u> Copy of latest Personnel Action (SF-50B) if current or former Federal employee. Highest Federal civilian grade held (give job series and dates held). Work experience (paid and unpaid) Job title (include series and grade if Federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current Supervisor.</p>	
<p><u>OTHER QUALIFICATIONS</u> Give dates but do not send documents unless requested. Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.</p>	
<p><u>KSA's</u></p>	

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.