

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE

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

**VACANCY ANNOUNCEMENT**  
SR-08-116

**OPENING DATE**  
October 09, 2008

**CLOSING DATE**  
October 30, 2008

**POSITION**  
MEDICAL OFFICER (Chief, Emergency Medicine)

**LOCATION AND DUTY STATION**  
SHIPROCK SERVICE UNIT  
Northern Navajo Medical Center  
Clinical Division – Chief of Staff Services  
Shiprock, New Mexico

**GRADE/SALARY**  
GP-602-15 \$107,962 - \$140,355 per annum

**NUMBER OF VACANCIES**  
One (1) Vacancy (7648-11)

Exceptional recruiting difficulty may result in payment of a  
Retention Incentive and/or adjustment of Market Pay

**APPOINTMENT**  
 PERMANENT

**WORK SCHEDULE**  
 FULL TIME

**AREA OF CONSIDERATION**  
 IHS WIDE

**PROMOTION POTENTIAL**  
 NO KNOWN POTENTIAL

**SUPERVISORY/MANAGERIAL**  
 YES, MAY REQUIRE ONE YEAR

**HOUSING**  
 YES, GOVT HOUSING AVAILABLE

**TRAVEL/MOVING EXPENSE**  
 WILL BE PAID

**DUTIES:** Serve as Chief of Emergency Medicine with full responsibility for supervising and directing the health care services provided by the Emergency Medicine Department. Previous Indian Health Service and administrative experience is preferred. Work is on a day-to-day basis with the Clinical Director and other medical department chiefs with responsibility for fully participating in top medical staff management discussions, decisions and policymaking action. Formulate and implement the overall Emergency Medicine Department Program to satisfy varying requirements and priorities for services and other service unit objectives. Determine staff and other resources necessary for department functioning. Direct recruitment and retention efforts. Establish or approve overall work schedules and determines individual or group assignments. Collaborate with the heads of other departments and makes recommendation as appropriate. Conduct monthly meetings. Formulate and issue written instructions and procedures for non-routine or complex assignments, new or changed programs, functions or processes. Review, approve, modify or reject changes in functions, procedures, personnel assignments and other operating matters proposed by subordinates. Review and analyze records, reports and other evidence of work performance to evaluate performance of department members, temporary providers (locums) and other providers working in the department. Responsible for departmental planning, position management, career development plans, performance appraisals, and disciplinary actions involving subordinates and follows the negotiated labor/management agreement. Estimates or justifies resources needed to accomplish plans recommended to higher level management for approval. Provide emergency care on a regular and ongoing basis to patients seen in the emergency room, includes major trauma: fractures of multiple extremities, stab wounds, open wounds of the chest and abdomen, partial evisceration, concussion, head trauma, subdural hematoma, etc. Emergency cases also include suicide attempts, and frequent cardiac arrests. Recognizes and gives initial treatment of acute psychiatric problems. Instructs and supervises residents and medical students rotating through the department. Provide on-the-job supervision and formal or informal lectures, discussions and demonstrations; serves as coordinator of the in-service education program in emergency medicine.

**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: YES

LICENSURE REQUIRED: YES

**BASIC REQUIREMENTS:** EDUCATION – Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. Transcripts must be submitted to verify education requirements are met.

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

Licensure: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

**IN ADDITION TO BASIC REQUIREMENTS:** 5 years of residency or equivalent experience and training, 1 year of appropriate experience equivalent to at least the GS-14 grade level.

**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 under the appropriate category below:

- a. Ability to motivate, train, and work effectively with subordinates who have a variety of backgrounds and 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 operations.
- f. Ability to develop improvements in or design new work methods and procedures.

**IN ADDITION TO THE ABILITIES REQUIRED ABOVE:** Candidates must possess, or the potential to develop, the ability to:

- Deal effectively with individuals or groups representing widely divergent backgrounds, interest, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resource and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several organization segments or of several different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

**PERSONAL ATTRIBUTES:** The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels.

- Objectivity 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 of divergent points of view; and
- Capacity to "see the job through".

**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, which requires regular work at a Service Unit.

**SELECTIVE PLACEMENT FACTOR:** Applicants must possess a permanent, full and unrestricted license to practice medicine in a State, District of Columbia, the commonwealth of Puerto Rico, or a territory of the United States. Applicants must submit a copy of their current registration.

**OTHER SIGNIFICANT FACTS:** 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 is required to operate a government leased or owned motor vehicle in the performance of assigned duties. A valid state driver's license is required.

\*\*\*NOTE\*\*\* Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-602 for complete information.

**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 must have completed at least 52 weeks of service at the GS-14 level to qualify for the GS-15.

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

**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 or Reinstatement eligibles 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.

Commissioned Officer: Commissioned Officer may indicate an interest in being considered by submitting a resume. Commissioned Corp applicants will be evaluated by the Personnel Office against the applicable Preston Standards or the Civil Service Standards, if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corp 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 their resumes. When required by the vacancy announcement, applicants must submit information related to any knowledge, skills and abilities that are being used as selective factors. Commissioned Corp applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license

**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.

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 (CTAP).** 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).

1. To receive this priority consideration you must be a current DHHS career Or career-conditional (tenure group I or II) competitive services employee who has receive a RIF separation notice or 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 of 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 separated.
3. Have a current (or last) performance rating of record of at least fully successful of 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 our 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 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 that 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. **ABILITY TO DIRECT AND SUPERVISE THE WORK OF OTHERS.**
2. **SKILL IN TECHNICAL PROCEDURES.**

3. ABILITY TO COMMUNICATE ORALLY.
4. ABILITY TO COMMUNICATE IN WRITING.
5. KNOWLEDGE OF DISEASE PROCESS, DIAGNOSTIC AND THERAPEUTIC PROCEDURES.

**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 position.
- Any other necessary documentation pertinent to the position.

**Applicants claiming Indian Preference,** must submit a copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), 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.

**"Declaration for Federal Employment"** (OF-306) and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures 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 of these 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 position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearances which include a check of your credit history.

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.**

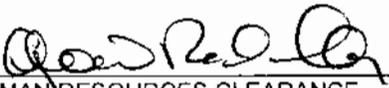
**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**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.

 10/08/08  
HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-116. 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  
MEDICAL OFFICER (Chief, Emergency Medicine), GS-602-15

1. ABILITY TO DIRECT AND SUPERVISE THE WORK OF OTHERS. The person in this position must have the ability to supervise and motivate a wide variety of employees including health care professionals and all support staff to management and monitor programs activities. In addition, this person must have the ability evaluate the work of subordinates; counsel employees, recommend employees for selection and promotion, awards, discipline, formal training; schedule leave, resolve complaints, and provide on-the-job training. What in your background shows you possess this ability?

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

What was the duration of these activities?

2. SKILL IN TECHNICAL PROCEDURES. This is the ability to apply technical skills in the given specialty. The person in this position must have skills that are current and up-to-date for the given specialty. What in your background would indicate that you possess this skill?

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

What was the duration of these activities?

3. ABILITY TO COMMUNICATE ORALLY. The person in this position must have the ability to communicate effectively with a wide variety of individuals to ensure the information provided to outside parties is accurate and consistent. To plan and coordinate the work directed within the facility and with others outside the subordinate organization. Includes interpersonal and communication skills in dealing with confrontational and disciplinary situations. 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 ORALLY. This is the ability to document medical records and report in a complete, clear, concise and timely manner. 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?

5. KNOWLEDGE OF DISEASE PROCESS, DIAGNOSTIC AND THERAPEUTIC PROCEDURES. This is the knowledge of current and up-to-date knowledge of disease processes and appropriate diagnostic and therapeutic procedures. 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?

#### 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.

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Signature of Applicant

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Date