



**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

VACANCY ANNOUNCEMENT NO. SER-09-0011-SFSU	OPENING DATE 10-14-08	CLOSING DATE 11-03-08
POSITION TITLE, SERIES, GRADE AND SALARY SUPERVISORY CLINICAL NURSE GS-610-12, \$75,025 per annum GS-610-13, \$82,353 per annum	LOCATION AND DUTY STATION Santa Fe Service Unit Division of Nursing Services Nursing Administration Santa Fe, NM	
(Special Salary Rate Authorized Under 5USC 5303)		

AREA OF CONSIDERATION: IHS WIDE

RELOCATION: Relocation Expenses 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.
- May be required to serve a probationary period for Supervisory/Managerial positions.
- Position has promotional opportunity to: GS-13
- 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 "Addendum to 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: Serves as the Director of Nursing by directing, planning, scheduling, implementing and reviewing the nursing program activities for a 35 bed hospital which consists of inpatient and ambulatory care units in general medical and surgical care, operating room, urgent care, progressive care, obstetrics, public health nursing, preventive and mental health. **GS-12**, The duties and responsibilities are similar but performed with lesser independence and closer supervision. **GS-13 Managerial Responsibilities:** Participates in executive level decision making by exercising delegated managerial authority to establish long-range work plans, and determine functions within organized nursing services. Exercises significant responsibilities in dealing with officials of other units or organizations, and serves as the chief adviser to the Chief Executive Officer (CEO) on nursing issues. Identifies and manages needed resources (human capital and productivity levels as they pertain to the financial status which includes expenditures and revenue generation), develops the budget for organized nursing services. Conceptualizes and defines the organized nursing services components within the organization by identifying philosophy or organized nursing services, determining the purpose and objectives of organized nursing services, establishing the nursing care delivery system, and ensuring the organized nursing services are compatible with requirements of regulatory agencies. Structures organized nursing services by determining defined areas and functions within the structure, describing lines of authority and relationships of

staff, determining positions and job specifications, and establishing and participating in committees. As an authoritative source of expertise in the field of nursing, actively participates with the Chief Executive Officer and Clinical Director in the management of the nursing and hospital program planning and evaluation activities meeting hospital accreditation standards (JCAHO) and IHS organizational requirements. Maintains a quality assurance program a quality assurance program. Formulates and administers policies and procedures. Plans for the delivery of nursing and other designated health care services by selecting nursing models, planning for evaluation of services, planning for improvement of health care delivery systems and establishing mechanisms for ensuring a therapeutic environment for the delivery of services. Evaluates subordinate supervisors and serves as the reviewing official on evaluation of non-supervisory employees. Makes or approves selection for subordinate non-supervisory positions. Hears and resolves group grievances or serious employee complaints. Reviews and approves serious disciplinary actions involving non-supervisory subordinates. Ensures that systems are in place to provide for development needs of staff and nursing students. Makes decisions on non-routine, costly, or controversial training needs and training requests related to employees. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Determines whether contractor performed work meets standards of adequacy necessary for authorization of payment. Ensures reasonable equity of performance standards and rating techniques. Makes decisions on work problems presented by subordinate supervisors or by contractors. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, and improves business practice. Determines the management information systems for organized nursing services. Devises and maintains formal and informal communication systems. Facilitates research in the areas of health, nursing and management systems. Collaborates with appropriate community, tribal and governmental policy-making bodies. Participates and assumes leadership roles in professional organizations and provides opportunities for staff participation. **Supervisory Responsibilities:** Administratively and technically supervises one Nurse Educator, eight Supervisory Clinical Nurses, one Nurse Specialist, and one Secretary. Serves as second line supervisor to approximately sixty Clinical Nurses. Assigns and reviews work daily, weekly or month. Approves/disapproves leave. Develops and evaluates performance standards and ratings. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work. Assigns work to subordinates based on priorities. Gives advice, counsel or instruction to employees on both work and administrative matters. Interviews candidates for positions in the units. Hears and resolves complaints from subordinate staff and supervisors and/or their subordinate staff. The incumbent is responsible for furthering the goals of equal employment opportunity (EEO).

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements: Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Registration: Applicants must have an active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

In addition to meeting the basic requirements: For the GS-12, applicants must have had 52 weeks of professional nursing experience equivalent to at least the GS-11. For the GS-13, applicants must have had 52 weeks of professional nursing experience equivalent to at least the GS-12.

Professional Nurse Experience: Experience in a supervisory or managerial capacity directing other nursing and clinical personnel in a hospital setting or clinical unit, which reflects progressive responsibility for providing acute nursing care. This includes experience as gained through serving as acting supervisor and/or charge nurse at a higher level of competence in nursing. Examples of the type of experience which will be credited are shown under "Duties and Responsibilities."

SELECTIVE FACTOR: In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs).

Verification of a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required when filling all positions for registered nurses at all levels.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.

- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability of develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources 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 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 a support for the agency's program goals.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

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

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS nurse must possess and maintain a valid, active current license/registration as a professional nurse.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to supervise and manage human resources (subordinate staff).
2. Knowledge of nursing regulations, policies and procedures.
3. Knowledge of Joint Commission Standards.
4. Ability to perform performance improvement functions and activities to assess and measure nursing patient care outcomes.
5. Knowledge of hospital infection control programs and functions.

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.

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).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

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 eligibles 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 veterans' 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 Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well 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/JobsAtIHS/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
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 inquires, 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/Résumé.**
- 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 & Indian Child Care Worker Positions
- Copy of valid license/registration as required by PHS Licensure Policy.
- Applicants must submit a copy of all transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Statement Authorizing Review of Application.
- See '**HOW TO APPLY**' on 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 Division 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 positions 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

Human Resources Specialist

10/10/08

Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: Supervisory Clinical Nurse **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[If a YES®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES_____ NO_____

[If a YES®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

HOW TO APPLY

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.

Optional Application for Federal Employment – Form Number OF-612
http://www.opm.gov/forms/pdf_fill/of0612.pdf

Résumé or Other written application format with information requested below.

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.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

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.

➤ **WORK EXPERIENCE**

Copy of latest Notification of 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.

➤ **OTHER QUALIFICATIONS**

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.

➤ **KSA**

Submit a copy of applicable documents with your application if you are in 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.