

DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA  
INDIAN HEALTH SERVICE

For applicants applying under the provision of the Excepted Service Examining Plan, consideration for this position is limited to applicants entitled to Veterans Preference.

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-08-124

**OPENING DATE**

October 14, 2008

**CLOSING DATE**

October 27, 2008

**POSITION**

HOUSEKEEPING AID

**LOCATION AND DUTY STATION**

SHIPROCK SERVICE UNIT

Northern Navajo Medical Center

Division of Nursing Services-Operating Room

Shiprock, New Mexico

**GRADE/SALARY**

WG-3566-02      \$\$11.79 - \$13.75 per hour per hour

**NUMBER OF VACANCIES**      One (1) Vacancy (3055-24)

**APPOINTMENT**

PERMANENT

**WORK SCHEDULE**

FULL TIME

**AREA OF CONSIDERATION**

COMMUNITY AREA

**TRAVEL/MOVING EXPENSE**

NO EXPENSES PAID

**SUPERVISORY/MANAGERIAL**

NO

**PROMOTION POTENTIAL**

NO KNOWN POTENTIAL

**HOUSING**

PRIVATE HOUSING ONLY

**DUTIES:** Performs aseptic cleaning of the Operating Room suites. Mop floors prior to the day's surgeries, mops floors and damp dusts room between surgery cases. Mop entire Operating Room, storage areas, Central Supply, PACU, and Day Surgery Unit in the morning and afternoon. Keep sinks and scrub areas clean; places laundry and trash in appropriate areas. Disinfect vents, ducts, ceiling and walls in the Operating Rooms (OR) and work areas. Terminally cleans all OR suites daily. Vacuums, dusts, mop floors, utility rooms, offices, employee lounge, bathroom, and other assigned areas daily. Polish and buff floors, vacuums with water equipment attachment for wet floor pickup, floor plumbing overflow and other floor flooding cleaning methods. Scrubs and clean commodes, urinals, washstands, fixtures, mirrors, and soap dispensers. Wash walls, windows and glass partitions. Replenish paper supplies and liquid soap in dispensers. Perform general maintenance duties including cleaning, arranging and restocking supply, cleaning and sorting supplies, instruments, and equipment. Maintains a clean and safe environment at all times by bagging soiled linens. Receives hospital linen, implementing and maintain a system of linen and uniform control and distribution. Insures standards of quality on laundering are met. Collects soiled linen and carries to laundry and/or debris disposal area. Delivers clean linen. Removes and replaces soiled cubicle curtains and show curtains. Performs other related duties as assigned. May be scheduled to work rotating shifts to meet the demands of the Operating Room.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**SUPPLEMENTAL QUESTIONNAIRE:** The Supplemental Questionnaire attached to this vacancy announcement has been prepared as an aid in preparing your Knowledge, Skills and Abilities (KSA's) related to the job elements required for this position. Failure to submit Supplemental Experience Statement may result in not receiving proper credit for experience.

ELEMENT 1: Ability to do the work of the position without more than normal supervision. (Screen Out)

ELEMENT 2: Work practices (includes keeping things neat, clean and in order).

ELEMENT 3: Ability to follow oral and written directions.

ELEMENT 4: Ability to use and maintain tools and equipment.

ELEMENT 5: Dexterity and ability to use equipment safely.

**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 that requires regular work at a Service Unit.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



SELECTIVE PLACEMENT FACTOR: NONE

OTHER SIGNIFICANT FACT: Incumbent may be scheduled to work rotating shifts to meet the demands of the Operating Room.

Physical Demands: Work requires long periods of regular and recurring standing, stooping, walking, and lifting. Moderate heavy physical effort is required continuously in performance of manual cleaning tasks. Frequent must lift or move objects weighing about 40 pounds; and occasionally objects weighing over 50 pounds. Use of heavy powered cleaning equipment (wall washers', industrial-type buffer) is required.

Working Conditions: Work is performed in a medical facility requiring normal safety precautions; some degree of hazard is present when dealing with contaminated trash and linen. Work involves regular and recurring exposure to infection and contagious diseases. Special gloves, gowns, and/or masks are required as safety precautions.

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 of the vacancy announcement.

\*\*\*NOTE\*\*\* Refer to Job Qualification System for Trades and Labor Occupations X-118C series WG-3566 for complete information. For more complete information, contact your Servicing Human Resources Office.

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 eligible 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.

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 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 selection 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 with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure Group I and II) competitive service employees who:
    1. Received a specific RIF separation notice; or current
    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.

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 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.

HOW & WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Human Resources Department, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date.

- OF-612 - Optional Application for Federal Employment; or
- Resume; or
- 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 form.
- 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, or appropriate BIA Form showing 50% or 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.

Veterans: 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.

"Declaration for Federal Employment" (OF-306) and addendum for Child Care & Indian child Care worker position must be completed and submitted with an 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.

For more information contact: Gloria Redhorse Charley, HR Specialist, 505/368-6095; E-mail [gloria.redhorse-charley@ihs.gov](mailto:gloria.redhorse-charley@ihs.gov).

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 codes) and day/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 eligible.
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 received.
8. 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). (attach official transcript);
9. 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 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.

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 veteran preference determination, Indian preference, education, training and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATIONS: This Agency provides reasonable accommodation 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.

 10/13/2008  
HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-124. 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 HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL EXPERIENCE STATEMENT**  
*Housekeeping Aid, WG-3566-2*  
 (To accompany application for Employment)

NAME: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 (First, Middle, Maiden (If Any), Last)

**NOTE TO APPLICANTS:** Use columns II and III to answer questions to Column I. Use additional plan sheets of paper if needed. Below you will find a questionnaire, which you are requested to complete as part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work.

Column I	Column II Indicate Job No. or Experience Block on application to which this refers.	Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.
<p><b>ELEMENT 1:</b> Ability to do the work of the position without more than normal supervision. (1) (Screen Out) Tell about your experience you have had that shows you have the ability to work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc.</p>		

Column I	Column II Indicate Job No. or Experience Block on Application to which this refers.	Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.
<p>ELEMENT 2: Work Practice. (22) This is the knowledge of standard cleaning techniques, application of germicidal and cleansers, characteristics of surfaces to be cleaned, equipment needed, etc.</p>		
<p>ELEMENT 3: Ability to follow oral and written directions. (75A) This is the ability to follow simple oral and written directions such as work schedules, task lists, machinery operating instructions, directions for applying cleaning compounds, etc.</p>		

Column I	Column II Indicate Job No. or Experience Block on Application to which this refers.	Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.
<p><u>ELEMENT 4:</u> Ability to use and maintain tools and equipment. (81) This is the ability to use and maintain tools and equipment appropriate to house cleaning duties.</p>		
<p><u>ELEMENT 5:</u> Dexterity and ability to use equipment safely. (86) Accomplishment of assigned work rapidly and efficiently with safety to self and others. Includes use of floor buffers, wet and dry vacuums, floor scrubbers, wall washers, and hand tools such as wet and dry mops, brooms, brushes, etc. Includes ability to clean equipment after use.</p>		

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date