

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Whiteriver Service Unit
Office of Human Resources, PO Box 860,
200 West Hospital Drive, Whiteriver, AZ 85941

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In order than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER:	OPENING DATE:	CLOSING DATE:
SWR-08-0008-6	October 23, 2008	December 31, 2008

REANNOUNCED TO SOLICIT ADDITIONAL APPLICATIONS. If you previously applied you do not need to submit a new application unless you need to update your information ****AMENDMENT****TO EXTEND THE CLOSING DATE AND HAVE SCREEN-OUT DATES AS FOLLOWS: 1st SCREEN-OUT DATE: November 13, 2008 and every ten days thereafter until the closing date December 31, 2008; (Nov 13, Nov 28, Dec 12, Dec 31).

POSITION TITLE/SERIES/GRADE:	Supervisory Clinical Nurse (Nurse Executive), GS-610-12
STARTING SALARY:	GS-12 - \$73,194.00 - \$90,087.00 per annum
PROMOTION POTENTIAL:	No
SUPERVISORY/MANAGERIAL:	YES
RELOCATION EXPENSES:	Will be paid in accordance with Federal Travel Regulations.
APPOINTMENT/WORK SCHEDULE:	Permanent Full-Time work schedule
AREA OF CONSIDERATION:	Government Wide
DUTY LOCATIONS:	San Carlos Service Unit, San Carlos, Arizona

JOB DESCRIPTION: This position is located in the Administration Department of the San Carlos Indian Hospital and serves as the Nurse Executive over the Nursing Services Department. The incumbent is responsible for the overall coordination of nursing care for patients in the hospital and in the ambulatory surgery department. The incumbent is a member of the Service Unit Governing Body and provides program support, supervision, leadership, direction to the overall hospital management of services in general; provides guidance to nursing supervisors; monitors and evaluates program performance of the Nursing Services Department; assures active participation of self and subordinate staff in performance improvement activities; assures that subordinate supervisors comply with policy and procedures; participates in accreditation processes and systematic programs requirements to maintain the hospital's accreditation with Joint Commission. As the Nurse Executive for the overall hospital's nursing program, other duties and responsibilities include the responsibility to provide safe patient care, and to evaluate the nursing care provided from a programmatic standpoint, and the ability to assess critical and potentially critical clinical situations affecting the Nursing program and to utilized the nursing management staff to implement changes. Performs other duties as assigned.

WHO MAY APPLY: All Sources. Federal employment status is not required. U.S. citizenship is required.

- **Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).**
 - Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
 - PHS Commissioned Corps Officers – Current active or inactive Commissioned Officers may apply.
 - Veteran's Preference - Preference eligible veterans who have been separated from the armed forces under honorable
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conditions after 3 years or more of continuous active service may apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. This position is subject to rotating shifts: Days, weekends, nights, and Holiday.
7. The incumbent may be required to travel and must possess a valid driver's license.
8. Copy of any current certification(s), e.g. ACLS, ATLS Fetal Monitoring, BSL, etc.

QUALIFICATION REQUIREMENTS:

Licensure Required: All applicants for nurse positions must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or territory of the United States.

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. *Special consideration will be given to those candidates that possess the executive supervisory skills as Nurse executive. This criteria is that the Nursing services are directed by a Nurse Executive who is a registered nurse qualified by advanced education and management experience. The incumbent must possess the knowledge and skills associated with at a minimum a Bachelor's degree or preferable a Master's Degree in Nursing or related field or another postgraduate degree. It is not the Bachelor's or Master's Degree that is required but the knowledge and skills associated with the graduate-level education.*

In addition: to meeting the basic registration and education requirements, candidates must have one of the following.

Specialized Experience: 52 weeks of professional nursing experience equivalent to the GS-12 level. The 52 weeks of professional nursing experience must have been equivalent to the work at the next lower grade in the Federal service. This experience must have equipped you with the knowledge, skills, and abilities to perform successfully the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

****Transcripts must be provided if you substitute education for experience.**

Supervisory or Management 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 below:

1. Assigned to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
2. Accomplish the quality and quantity of work expected within set limits of cost and time.
3. Plan own work and carry out assignments effectively.
4. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions related to the work.
5. Understanding and further management goals as these affect day-to-day work operations.
6. Develop improvements in design new work methods and procedures.

In addition to the ability required above, candidates must also possess, or have the potential to develop, the ability to:

1. Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view;
2. Plan and adjust work operations to meet emergency or changing program or production requirement within available resources and with minimum of quantity of work;

3. Establish program objective or performance goals and to assess program toward their achievement;
4. Coordinate and integrate the work activities and resources of several organizational segments or several different projects;
5. Analyze organizational and operational problems and develop timely and economical solutions;
6. Represent the activity both within and outside the organization or agency and to gain support for the agency's program goals.

Personal Attributes: Candidates for all supervisory/managerial position must demonstrate all of the following personnel qualities:

- a. Objectivity and fairness in judging people on their ability, and situations on the fact and circumstances;
- b. Capacity to adjust to change, work pressure, or difficult situations without undue stress;
- c. Willingness to "see the job through";
- d. Understanding of the ability to work with American Indians and Alaska Natives.

*****NOTE***** Refer to OPM Operating Manual Qualification Standards Handbook or Indian Health Services Excepted Service Qualification Standard, Series GS-0610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact the servicing Human Resources office.

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's).

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

1. Knowledge and skill in applying a wide range of nursing concepts, principles and practices to perform highly specialized nursing management assignments of an advanced nature and considerable difficulty.
2. Skill and knowledge of the communication process in the effective exchange of information (verbally and in writing) with individuals or groups, with skill in public speaking. To effectively represent the nursing program during executive staff meetings and community settings
3. Skill and experience in managing and supervising a multiple of diverse nursing units.

HOW TO APPLY/REQUIRED FORMS:

1. Applicants may use on the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (see requirements in **Attachment A**).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or formal employee, and/or if requesting Reinstatement Eligibility.
5. **Copies of college transcripts.** Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provided evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcript.
6. Copy of current unrestricted Nursing License.
7. Completed PL 101-630 Questionnaire (**Child Care Form - form attached**)
8. Completed Selective Service Registration Form (**form attached**)
9. Written Responses to the Knowledge, Skills, and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.

Commissioned Corps Officer: (1) Curriculum Vitae, (2) Nursing License, (3) complete PL 101-630 Questionnaire, (4) latest COER, and (5) current Billet Description, and (6) BIA FORM 4432 if claiming Indian Preference.

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTACHMENT A

Resume Requirements - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
 - Job Title (if Federal employment, indicate series and grade)
 - Duties and Accomplishments
 - Employer's name and Address
 - Employer's name and phone number
 - Starting and ending dates of employment (month/year)
 - Hours of work per week
 - Salary
 - Indicate if you do not want us to contact your current supervisor
(if not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
 - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive agencies of the Federal Government.

CERTIFICATION OF REGISTRATION STATUS

Check one:

- I certify I am registered with the Selective Service System.
- I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.
- I certify I have not registered with the Selective Service System.
- I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

NON-REGISTRANTS UNDER AGE 26

If you are under age 26 and have not registered as required, you should register promptly at a United States Post Office or consular office if you are outside the United States.

NON-REGISTRANTS AGE 26 OR OVER

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision through the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register was neither knowing nor willful.

PRIVACY ACT STATEMENT

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C. 3328, failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

FALSE STATEMENT NOTIFICATION

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment (Section 1001 of title 18, United States Code).

Legal signature of individual {please use ink}

Date signed {please use ink}

