



Department: **Department Of Health And Human Services**  
Agency: **Health & Human Services, Indian Health Service (IHS)**  
Sub Agency: **Fort Hall Service Unit**

Job Announcement Number:  
**WR-09-02 MP-ESEP**

Overview

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## Custodial Worker

**Salary Range:** 11.10 - 12.93 USD Hourly

**Open Period:** Tuesday, October 28, 2008  
to Monday, November 10, 2008

**Series & Grade:** WG-3566-02/02

**Position Information:** Full-Time Permanent

**Promotion Potential:** 02

**Duty Locations:** 1 vacancy - Fort Hall, Idaho

### Who May Be Considered:

Excepted Service Examining Plan (ESEP), Merit Promotion Plan (MPP), Veteran's Preference.

Area of Consideration: Commuting Area - Management has determined there is likely to be qualified applicants in the local area.

### Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

This position is located at the Fort Hall Service Unit, Fort Hall, Idaho. The purpose of the position is to provide a custodial worker duties in an assigned area.

**POSITION DETAILS:** Merit Promotion  
Position: **Yes** // Travel Required: **No** // Supervisory/ Managerial Position: **No** // Relocation Expenses Paid: **No** // Is position covered by PL 101-630? **Yes** // Is drug testing required? **No** // Is government housing available? **No**

The Indian Health Service is required by law to give absolute preference to qualified Indian

applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

**An appointment to this position is restricted by law (5 U.S.C.3310) to veterans who are preference eligibles. Applications will be accepted from Indian Preference and non-preference eligibles, HOWEVER, referral for employment consideration will ONLY be made in the absence of qualified preference eligibles; who also are entitled to Indian Preference.**

**Key Requirements:**

- Subject to security investigation including 101-630 Childcare.

**Duties**

**Major Duties:**

Cleans and disinfects assigned areas on daily basis. Included are exam tables, waiting chairs, rest room fixtures, counter tops, medical stands, and exam room sinks. Vacuums and shampoos carpet dust mops and wet mops floors. Washes walls, windows and doors. Dusts furniture, office equipment, and fixtures. Empty waste receptacles. Ensures all infectious waste is double bagged when transporting to incinerator, and incinerates infectious waste. Utilizes heavy (industrial type) powered scrubbers in stripping, scrubbing and waxing floors. Heavy battery powered buffers are utilized to polish floors. Utilizes heavy (industrial type) vacuum cleaners. Available to staff when cleaning emergencies arise. May be required to shovel snow.

**Qualifications and Evaluation**

**Qualifications:**

No specific length of experience is required.

**How You Will Be Evaluated:**

**QUALIFICATIONS AND RATING METHOD:** Applicants will be rated on the basis of their narrative response to the elements listed below. On a separate attachment, please respond to the elements below and on the attached SUPPLEMENTAL EXPERIENCE STATEMENT AND SUBMIT THEM WITH YOUR APPLICATION. It will be to your advantage to give as much information as possible about your ability to perform the duties of this position. Failure to

submit your narrative response to the job elements for this job may affect your eligibility and/or rating for this position.

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

ELEMENT 2: Knowledge of the materials used in cleaning and disinfecting. (Includes keeping things neat, clean and in order).

ELEMENT 3: Ability to follow written and oral work orders.

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

ELEMENT 5: Dexterity and safety.

**PHYSICAL DEMANDS:** Moderately heavy physical effort is required in moving, setting up and working from ladders or scaffolds, and to use heavy powered equipment.

**WORKING CONDITIONS:** Works primarily indoors, but occasionally outdoors when shoveling snow. Is exposed to chemicals, cuts, bruises and injuries from falling.

#### Benefits and Other Information

##### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

##### **Other Information:**

##### **CONDITIONS OF EMPLOYMENT:**

1. Selectee(s) are required to be immunized against Measles and Rubella and provide medical 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.
2. Selectee(s) are required to complete a Security Questionnaire and Fingerprint Chart for investigative purposes for use in determining suitability for Federal employment within 7 days

of their start date.

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. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.

#### How to Apply

#### How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

1. Applicants may use one of the following to apply: (a) OF-612 Optional Application for Federal Employment, or (b) Resume

2. If claiming Indian Preference, BIA Form 4432 "Verification of Indian Preference for employment in BIA and IHS."

3. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.

4. Copy of most recent performance appraisal, if available.

5. Completed Optional Form 306.

6. Completed form 101-630 - Childcare Questionnaire.

7. Written Responses to SUPPLEMENTAL EXPERIENCE STATEMENT.

#### Contact Information:

KAREN J OXENDINE  
Phone: 503-326-3020  
Fax: 503-326-5787  
Email: karen.oxendine@ihs.gov

Or write:  
Indian Health Services  
1220 SW 3RD AVE RM 476  
PORTLAND, OR 97204  
US  
Fax: 503-326-5787

#### What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

### Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

### Legal and Regulatory Guidance

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - 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 subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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### Send Mail

**Send Mail to:**

Indian Health Services  
1220 SW 3RD AVE RM 476  
PORTLAND, OR 97204  
US  
Fax: 503-326-5787



### Questions?

**For questions about this job:**

KAREN J OXENDINE  
Phone: 503-326-3020  
Fax: 503-326-5787  
Email: karen.oxendine@ihs.gov

USAJOBS Control Number: 1380642

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