



**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**

<b>VACANCY ANNOUNCEMENT NO.</b>	<b>OPENING DATE</b>	<b>CLOSING DATE</b>
SER-09-0113-ACL	December 31, 2008	January 14, 2009

<b>POSITION TITLE, SERIES, GRADE AND SALARY</b>	<b>LOCATION AND DUTY STATION</b>
Nurse Specialist (Nephrology) GS-610-11, \$64,198 per annum (Special Salary Rate Authorized Under 5 USC 5303)	Acoma-Canoncito-Laguna Service Unit Division of Nursing Services – Outpatient Department Acomita, NM

**AREA OF CONSIDERATION:** *Local Commuting Area* - Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area. Outside non-Indian preference candidates will not be considered when using special areas of consideration.

**RELOCATION:** Relocation expenses will not be paid. Employees who wish to relocate to Acomita, New Mexico for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs 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.
- 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:**

The purpose of this position is to provide direct patient care services in addition to coordinating care for patients experiencing or who are at risk for developing chronic kidney disease. The incumbent will provide direct care, education, coordination of services, consultant and administrative services. The incumbent will possess knowledge about chronic kidney and current standards of nephrology nursing practice. Provide case management for patients with kidney disease, which includes providing care coordination, leadership and direction to a multidisciplinary healthcare team. Collect and record data related to patients who currently have chronic kidney disease and provide reports that include demographics, clinical information, laboratory data and follow-up/treatment plan. Develop and present health education to both patients and family members about chronic kidney disease. Coordinate treatment and medication protocols. Monitor and evaluate specific laboratory values to determine the efficacy of prescribed treatment modalities in collaboration with physicians. Coordinate referrals to a Nephrologist to assist in slowing the progression of loss of kidney function, treating co-morbidities, treating complications, and the preparation for possible dialysis or kidney replacement. Coordinate nutritional consults for patients with nutritional needs. Collaborate with an interdisciplinary team to define policies that will identify patients who are at risk for kidney disease, and that slow the progressive loss of kidney function in patients. Coordinate services with Dialysis units for patients who require hemodialysis and or peritoneal dialysis. Utilize the Electronic Health Record to document patient care, chart review activity and collaborative interactions with other healthcare providers.

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**COMPETITIVE 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 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.

**The following shows the amount of education and/or experience required to qualify for this position:**

Completion of all requirements for a doctoral degree (PH.D. or equivalent) OR 3 full years of progressively higher level graduate education OR 52 weeks of experience equivalent to at least the GS -9 level.

**Professional Nurse Experience:** Demonstrated experience as a professional nephrology nurse; provides case management of chronic kidney disease patients; experience in recognizing abnormalities in regards to kidney disease; experience in interpreting laboratory data in order to assess and manage chronic kidney disease patients; experience in administering and monitoring treatment for anemia of chronic kidney disease and perform clinical procedures; experience in review, selection, development and evaluation of appropriate and culturally relevant chronic kidney disease education materials; experience in developing and revising policies and procedures for nephrology patient care. In order to be found qualified; candidates must provide evidence that they possess experience as described 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.

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

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed at least 52 weeks of service no more than 2 grades lower than the position to be filled.

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**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. Knowledge of nephrology standards of practice and guidelines for care of chronic kidney disease patients in order to evaluate effectiveness of care and case management.
2. Ability to perform assessment and clinical nursing skills to chronic kidney disease patients in all delivery care settings using standing orders or as order by a physician.
3. Ability to communicate in writing.
4. Ability to teach.
5. Ability to communicate orally.

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**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.

Vacancies may be filled through Office of Personnel Management's delegated Direct Hire Authority (D.H.A). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing D.H.A., the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. **Indian Preference does apply.**

**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 Shirley Toribio (505) 248-4987. 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/JobAtIHS/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.

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#### WHERE TO APPLY:

**Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or the Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Shirley Toribio, Human Resources Specialist, 505-248-4987.

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#### 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](http://www.opm.gov/Forms/pdf_fill/of0306.pdf)
- Applicants must submit a copy of college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- 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

➤ See 'HOW TO APPLY' on last page, for additional information.

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**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.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

*/s/ Shirley Toribia*  
Human Resources Specialist

*12-30-08*  
Date

## 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.

<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of612.pdf">http://www.opm.gov/forms/pdf_fill/of612.pdf</a>	<b>Résumé or Other written application format with information requested below.</b>
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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"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ 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.</li> </ul>

