

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Area Indian Health Service

Office of Human Resources, Two Renaissance Square

40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

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: PXIHS-09-03-OC	OPENING DATE: 01/01/2009	CLOSING DATE: 12/31/2009
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POSITION TITLE/SERIES/GRADE:	Nurse: GS-610-4/5/7 or Clinical Nurse: GS-610-9	
SALARY:	GS-4: \$41,866 - \$47,501 per annum	GS-7: \$50,217 - \$60,261 per annum
	GS-5: \$45,947 - \$53,155 per annum	GS-9: \$54,599 - \$68,249 per annum
PROMOTION POTENTIAL:	GS-5; GS-7; GS-9	
TRAVEL:	The Indian Health Service may or may not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment. To be determined on a case-by-case basis.	
APPOINTMENT/WORK SCHEDULE:	Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.	
AREA OF CONSIDERATION:	All Sources	
DUTY LOCATIONS:	Fort Yuma, Parker, Peach Springs, San Carlos, Native American Cardiology Program, AZ; Elko, Schurz, NV; and Roosevelt, UT.	

JOB DESCRIPTION: Provide direct nursing service in the assessment, planning, implementation and evaluation of patient care in hospitals, clinics, or other patient care facilities. Work is performed on a regularly assigned or rotational basis to provide continuity of patient care during evenings, nights, holidays, and weekends. 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 conditions after 3 years or more of continuous active service may apply.
 - Non-status Candidates – Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointments (e.g., applicants eligible for appointment under the Veteran’s Readjustment Act, the severely handicapped, those with a 30 or more compensable service connected disability).

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.

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- 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.
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5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver's license.

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. Copies of your official college transcript are required if transcripts must be provided if you are substituting education for experience

GRADE	EDUCATION	AND/OR	EXPERIENCE
GS-04:	Completion of a program of less than 30 months duration or associate degree.	or	1 year of nursing experience as a military corpsman.
GS-05:	Completion of a program of less than 30 months duration or associate degree.	and	1 year of professional nursing experience or at least GS-4 level practical nursing experience under the supervision of a professional nurse.
OR	Completion of a program of at least 30 months duration or 4 academic years above high school or a bachelor's degree.		
GS-07:	Completion of a professional nursing program.	and	1 year of specialized experience equivalent to at least the GS-5 level.
OR	1 full year of graduate education or bachelor's degree with superior academic achievement.		None.
GS-9:	2 full years of progressively higher level graduate education or a master's degree	or	1 year of specialized experience equivalent to at least the GS-7 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. 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.

Examples of specialized experience for the Nurse/Clinical Nurse include: Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care. Work experience reflecting knowledge of hospital policy and procedures relating to patient care. Work experience managing patient care in varying medical situations.

Education: Qualifying education must have been received in an accredited college or university in Nursing. For graduate level education you must have a concentration in a field of nursing (e.g., maternal/child health, community health, medical-surgical, etc.)

Superior Academic Achievement for the GS-07: Recognizes students who have achieved superior academic standing as evidenced by one of the three methods described below. In order to be creditable under this provision, superior academic achievement must have been gained in a Nursing curriculum. You must provide sufficient evidence you are eligible.

1. Class Standing:

You must be in the upper third of the graduating class in the college, university, or major subdivision based on completed courses.

2. Grade Point Average (GPA):

- A. Have a 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
- B. Have a 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in your major field or the required courses in the major field completed during the final 2 years of the curriculum.

3. Election to membership in a national scholastic honor society:

You can be considered eligible based on membership in one of the national scholastic honor societies listed below. These honor societies are listed by the Association of College Honor Societies, you may visit the website to view eligible honor societies here:

<http://www.achsnaatl.org/>

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).

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.)

KSA's for Nurse, GS-610-4/5/7:

1. Ability to analyze, conceptualize and generalize ideas and theories to practical application.
2. Knowledge of technical nursing arts and practices.
3. Ability to express ideas and make recommendations, verbally and in writing.

KSA's for Clinical Nurse, GS-610-9:

1. Ability to communicate with individual patients, families, groups of people and professional staff.
 2. Skill in communication, orally and writing with diverse patient and multi disciplinary staff.
 3. Knowledge of and ability to apply professional nursing principles, practices and procedures to provide nursing care to inpatients and outpatients.
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HOW TO APPLY:

We will hire at any of the locations, grades, appointment types, and work schedules shown in this announcement. You are encouraged to identify the job preferences for which you wish to be considered in a cover letter. If not indicated, we will only consider you at the highest grade for which you qualify and all available vacancies.

Applications will be evaluated separately for Federal employees who have competitive status and candidates from other sources. If you have competitive status and submit only one application it will be considered under merit promotion procedures.

Required Forms: The following documents are required to complete the application process. Incomplete applications will not be considered.

1. Applicants may use one of the following to apply:
 - (A) OF-612, Optional Application for Federal Employment, available at: http://www.opm.gov/forms/pdf_fill/of612.pdf, or
 - (B) Resume that must include 1) starting and ending dates of employment in month/year format and 2) hours of work per week. Example: Jan 2000 – December 2005, 40 hrs/wk.
2. Copy of current unrestricted Nursing License.
3. Copy of official college transcript(s) related to your Nursing degree.
4. Completed PL 101-630 Questionnaire (Indian Child Care Form - **form attached**).
5. Written Responses to the Knowledge, Skills, and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.
6. If claiming Indian Preference submit a copy of your BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS". May normally be obtained from your tribal enrollment office.
7. If claiming Veteran's Preference submit a copy of your DD-214 Form (Member 4 copy), and SF-15 if claiming 10 point Veteran's Preference. SF-15 available here: http://www.opm.gov/forms/pdf_fill/SF15.pdf
8. Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.
9. **Commissioned Corps Officer:** (1) Curriculum Vitae, (2) Nursing License, (3) completed PL 101-630 Questionnaire, (4) latest COER, (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:

ATTN: PXIHS-09-03-OC
Office of Human Resources
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510 **Phone: (602) 364-5219**
Phoenix, AZ 85004 **Fax: (602) 364-5176**

Facsimile is acceptable – this office is not responsible for incomplete transmissions. All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

WHAT TO EXPECT NEXT:

This is an **OPEN CONTINUOUS** announcement. Multiple positions may be filled from this announcement during the term of the open period. A list of qualified applicants will be compiled and referred at the request of the selecting official upon a vacancy. Those candidates who have complete application packets on file as of each request date will receive full consideration for the vacant position.

Your application will remain active for six months after date of receipt by this office. It will be removed from consideration after the six months have lapsed and placed in the inactive file. If you want further consideration, after this period, then you must submit a written request indicating your continued interest and update any application documents as required.

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.

Human Resource Specialist: (Call 602-364-5219 to contact a Human Resources Specialist)

Date: 01/01/2009

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.

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: Nurse/Clinical Nurse **Announcement Number:** PXIHS-09-03-OC

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 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 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.***