

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 other than the above, the Indian Health Service is an Equal Opportunity Employer.

DIRECT HIRE AUTHORITY VACANCY ANNOUNCEMENT

These positions are being filled through Office of Personnel Management's delegated Direct Hire Authority (DHA). 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 DHA, 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.

WHO MAY APPLY: Any U.S. Citizen

This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human Services has a severe shortage of candidates or a critical hiring need. As such, this notice is targeted to who are **qualified United States citizens and are not current permanent Federal employees, have had previous Federal Service, and USPHS Commissioned Officers**. For those with current civil service status or have reinstatement eligibility, must apply to vacancy announcements posted through the local Human Resources Department and are not eligible for a Direct Hire Authority (DHA) appointment.

ANNOUNCEMENT NUMBER: SWR-DHA-09-01	OPENING DATE: 01/01/2009	CLOSING DATE: 12/31/2009
POSITION TITLE/SERIES/GRADE:	Nurse: GS-610-4/5/7 Clinical Nurse: GS-610-9	Clinical Nurse/Nurse Specialist, GS-610-10*
STARTING SALARY:	GS-4: \$41,866 - \$47,501 per annum GS-5: \$45,947 - \$53,155 per annum GS-7: \$50,217 - \$60,261 per annum	GS-9: \$54,599 - \$68,249 per annum *GS-10: \$57,119 - \$70,646 per annum
PROMOTION POTENTIAL:	Yes. Clinical Nurses (Medical, Surgical, Inpatient, Outpatient), to the GS-09 level and Nurse Specialists (Emergency, Float Pool, Intensive Care, and Obstetrics), to the GS-10 level. If the position is filled at a lower grade, an incumbent may be promoted to the full performance grade level once all legal and regulatory requirements are met; however, such promotion is neither automatic nor guaranteed.	
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.	
HOUSING:	Government quarters may be available at specific locations only.	
APPOINTMENT/WORK SCHEDULE:	Positions to be filled as permanent appointments with a full-time, part-time, rotational, or intermittent work schedule. Positions to be filled as vacancies occur.	
AREA OF CONSIDERATION:	All Sources	
DUTY LOCATIONS:	Southwest Region Wide: Fort Yuma, Parker, Peach Springs, Phoenix, Polacca, San Carlos, Regional Treatment Center, Sells, San Simon, Santa Rosa, Tucson, Whiteriver, Native American Cardiology Program, AZ; Elko, Schurz, NV; and Roosevelt, UT. *NOTE: GS-0610-10 positions are only available at our Parker, Phoenix, Polacca, Sells, and Whiteriver, AZ facilities.	

JOB DESCRIPTION: Inpatient/Outpatient - 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.

The Phoenix Indian Medical Center, Phoenix, Arizona has additional nursing specialties: Medical, Surgical, Emergency, Intensive Care, Obstetrics, and Float Pool (see brief description of duties for each department below). Work is performed on a regularly assigned or rotational basis to provide continuity of patient care during evenings, nights, holidays, and weekends; although new personnel will typically begin on the night shift.

Medical Unit - Nurse/Clinical Nurse, GS-0610-5/7/9

Incumbent serves as Clinical Nurse performing professional nursing duties in the care of medical patients. Incumbent provides nursing care to patients with a variety of conditions which requires the full range of professional nursing proficiency from admission through discharge planning and includes assessing the needs of patients, administering medications, operating special equipment, and responding appropriately to emergency situations.

Surgical Unit - Nurse/Clinical Nurse, GS-0610-5/7/9

The incumbent serves as Clinical Nurse performing professional nursing duties in the care of surgical patients. Incumbent provides nursing care to patients with a variety of conditions which requires the full range of professional nursing proficiency from admission through discharge planning and includes assessing the needs of patients, administering medications, operating special equipment and responding appropriately to emergency situations.

Emergency Unit (ER) - Clinical Nurse/Nurse Specialist, GS-0610-9/10

Incumbent provides nursing care that requires the full range of professional nursing proficiency in emergency care. This includes assessing the needs of patients with a wide variety of conditions, administering medications, operating special equipment, and responding appropriately to emergency situations. The incumbent must recognize and respond appropriately to patient conditions that deviate from normal and identify, analyze and report on causative factors and reactions.

Intensive Care Unit (ICU) - Clinical Nurse/Nurse Specialist, GS-0610-9/10

Incumbent provides complex bedside nursing care focusing on the patient as a whole, with an understanding of the bio/psycho/social/age specific nursing principles involved. Care is given to patients with life threatening illnesses or with illnesses that have a high potential to be life threatening. Incumbent manages complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment.

Obstetrics Unit (OB) - Clinical Nurse/Nurse Specialist, GS-0610-9/10

The incumbent is required to plan obstetrical care that promotes wellness and the practices of preventive health care. Complex nursing care is also provided focusing on the patient as a whole, with an understanding of the bio-physical, psychosocial, and age specific nursing principles involved. Care is provided to patients with highrisk obstetric problems that may have a potential to become life threatening. Incumbent manages complex patient care situations involving multiple IV lines, monitoring equipment, and oxygen therapy.

Float Pool (FP) - Clinical Nurse/Nurse Specialist, GS-0610-9/10

The position is located in the Central Nursing Office. The work is performed in any are of the Phoenix Service Unit where nursing services are provided (e.g., Medical, Surgical, Emergency, Intensive Care, Obstetrics). The incumbent is licensed professional nurse responsible for assessing patient/unit needs; development, implementation, and evaluation of a patient plan of care, administration of therapeutic measures; teaching and counseling of patients, families and staff; and participating in the development of nursing policies and procedures and quality assessment and improvement activities.

QUALIFICATION REQUIREMENTS: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

You must meet both of the **BASIC REQUIREMENTS:**

1. Possess a degree from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed, **AND**
2. Have an 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.

In addition to the above, you must also meet the following **ADDITIONAL REQUIREMENTS** for the grade level you want consideration for:

GS-04: Associate Degree OR 1 year of nursing experience as a military corpsman.

GS-05: Associate Degree plus 1 year of professional nursing experience (GS-04 level Practical Nurse or Nursing Assistant experience under the supervision of a professional nurse is also eligible) OR Bachelor's Degree.

GS-07: Bachelor's Degree plus 1 year of specialized experience equivalent to at least the GS-05 level (see "Specialized Experience" definition below) OR 1 full year of graduate education OR Bachelor's Degree with Superior Academic Achievement (see "Education" definition below).

GS-09: Master's Degree OR 2 full years of progressively higher level graduate education OR 1 year of specialized experience equivalent to at least the GS-07 level (see "Specialized Experience" definition below).

GS-10: 2½ full years of progressively higher level graduate education leading to completion of requirements for a doctoral degree OR 1 year of specialized experience equivalent to at least the GS-09 level (see "Specialized Experience" definition below).

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/>

SPECIALIZED EXPERIENCE is: Experience which equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Your description of work experience must be related to one of the specialties, with corresponding examples of qualifying work, listed below:

Medical Unit: Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and managing patient care in varying medical situations under a medical unit.

Surgical Unit: Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and managing patient care in varying medical situations under a surgical unit.

Emergency Unit (ER): Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and managing complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment.

Intensive Care Unit (ICU): Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and managing complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment.

Obstetrics Unit (OB): Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and work experience operating specialized medical equipment such as defibrillator, EKG machine, monitoring devices, incubators, suction pumps, etc.

Float Pool (FP): Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care; knowledge of hospital policy and procedures relating to patient care; and work experience managing multi-disciplinary health care (e.g., Medical, Surgical, Emergency, Intensive Care, Obstetrics).

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.

OTHER INFORMATION:

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.

ICTAP/CTAP: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

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. 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.

HOW TO APPLY:

We will hire at any of the grades and specialties shown in this announcement. You are encouraged to identify the grade level(s)/salary, work schedule, location and specialty 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 for all available positions.

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 2008 – Dec 2008, 40 hrs/wk. See additional resume information listed in Attachment A.
2. Completed OF-306, Declaration for Federal Employment, available at: http://www.opm.gov/forms/pdf_fill/of0306.pdf
3. Completed PL 101-630 Questionnaire (Indian Child Care Worker Position), available at: http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection.doc
4. Copy of official college transcripts related to your Nursing degree.
5. Copy of current unrestricted Nursing license.
6. If claiming Indian Preference please submit BIA Form 4432, "Verification of Indian Preference for Employment in BIA and IHS." May be obtained from your tribal enrollment office in most cases.

Facsimile is acceptable - this office is not responsible for unsuccessful transmissions. You should duplicate and retain copies since all submitted materials are subject to the provision of the Privacy Act (PL 93-579) and become the property of the Department of Health and Human Services (DHHS).

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

**ATTN: SWR-DHA-09-01
Office of Human Resources
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510
Phoenix, AZ 85004**

**Phone: (602) 364-5219
Fax: (602) 364-5176**

CONTACT INFORMATION - For questions regarding specific locations you may contact one of the following individuals:

- Tucson Area (Includes Sells, San Simon, Santa Rosa, Tucson), you may contact the Tucson Area HR Office at (520) 295-8434
- For all other locations listed on this announcement please contact Steve Navarro, Nurse Recruiter at (602) 364-5222.

WHAT TO EXPECT NEXT:

This is a DIRECT HIRE announcement. Multiple permanent positions may be filled from this announcement during the term of the open period. Qualified applicants will be 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 name will be referred to those sites that match your job preferences.

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.

ATTACHMENT A – ADDITIONAL INFORMATION FOR THE RESUME

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.