

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phoenix Area Indian Health Service
Southwest Region – Human Resources, Physician Recruitment Branch,
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 Government-wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. 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.

ANNOUNCEMENT NUMBER:	OPENING DATE:	CLOSING DATE:
SWR-DHA-09-02	01-01-09	12-31-2009

POSITION TITLE/SERIES/GRADE: Nurse Practitioner, GS-0610-9/11/12
Nurse Midwife, GS-0610-9/11/12
Nurse Anesthetist, GS-0610-11/12

STARTING SALARY:

Nurse Practitioner & Nurse Midwife
GS-09: \$54,599 - \$68,249
GS-11: \$66,054 - \$80,913
GS-12: \$77,194 - \$95,005

Nurse Anesthetist
GS-11: \$90,819 - \$97,423
GS-12: \$100,942 - \$116,774

PROMOTION POTENTIAL: To GS-11 or GS-12 depending on location*

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. Eligibility to be determined on a case-by-case basis.

APPOINTMENT/WORK SCHEDULE: Positions may be filled as permanent full-time, part-time, rotational or intermittent schedule. Positions to be filled as vacancies occur.

AREA OF CONSIDERATION: All Sources

DUTY LOCATIONS: Southwest Region Wide: All locations covered under the Southwest Region to include: 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.

JOB DESCRIPTION: As a member of the health care team, serves as a Nurse Practitioner, Nurse Midwife or Nurse Anesthetist providing primary health care for your particular nursing specialty to patients at a clinic, hospital or Medical Center based setting. Performs diagnostic services, which includes securing medical histories, conducting physical examinations; interpreting laboratory and x-ray results in order to define health problems and ascertain therapy required that are typical to advanced nursing practice.

WHO MAY APPLY:

Your resume will be included in the inventory of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills, and other job preferences.

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 qualified United States citizens who are not current permanent Federal employees.

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.

This position is subject to provisions of the Interagency Career Transition Assistance Plan Program (ICTAP) and Career Transition Assistant Program (CTAP) please see Attachment B for further information.

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.

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. Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. **Transcripts must be provided if you are substituting education for experience.**

Licensure Required: All applicants must 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. Copy of your license must be provided

In addition to the Basic Requirements, applicants must have one year of experience equivalent to at least the GS-9 level and/or completion of all requirements for a doctoral degree (Ph.D., or equivalent) or 3 full years of progressively higher-level graduate education.

This experience or education must have equipped the candidate with the knowledge and ability to perform the work of the position for which being considered.

Selective Placement Factor: The following factor has been determined to be essential to the position. Candidates must demonstrate possession of the factor in order to be considered minimally qualified for the position:

- Certification by the appropriate certifying body (such as the American Nursing Association) as a Nurse Practitioner. A copy of the certification must be provided with your application, or:
- Applicants for Nurse Anesthetist at positions GS-9 and above must have graduated from a course of study for nurses in anesthesia of at least 18 months duration that was accredited by the American Association of Nurse Anesthetists for the year that you graduated, or:
- Applicants for Nurse Midwife must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

Proof of meeting the condition for the above specialty must be submitted along with your application. Failure to submit a copy to verify that the selective placement factor is met will cause loss in consideration for the position.

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree		
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree or 52 weeks of specialized experience equivalent to at least next lower grade level		
GS-12	52 weeks of specialized experience equivalent to at least next lower grade 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 Advanced Nurse Practitioners: Work experience reflecting knowledge of current nursing principles, practices, procedures, standards of care required to provide advance nursing care skill set. This may include assessing the health status of an individual, managing the care of selected patients, and providing various medical treatments, health teaching, counseling to individual and families through out all age groups for the particular specialty you are applying for.

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.

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. Copy of current unrestricted Nursing License if applicable.
4. Copy of transcripts (transcripts must be provided if you are substituting education for experience)
5. Completed PL 101-630 Questionnaire (Child Care Form - form attached)
6. Completed Selective Service Registration Form (form attached)
7. Completed Work Location Availability Form (form attached)
8. Copy of Nurse Practitioner, Nurse Anesthetist, or Nurse Midwife certification
9. Documentation required to meet the Selective Placement Factor.

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

Larry Lanier
Director, Physician Recruitment
ATTN: SWR-DHA-09-02
Office of Physician Recruitment and Employee Retention
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510 **Phone: (800) 447-1469**
Phoenix, AZ 85004 **Fax: (602) 364-5358**

Facsimile is acceptable. 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).

Contact Phone Number: 1-800-447-1469, Director, Physician Recruitment Date: 01/01/09

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.

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}

**Southwest Region – Phoenix Area Indian Health Service
Work Location Availability Form**

Name _____ Vacancy Announcement # SWR-DHA-09-02

Check only the locations where you will accept employment.

HOSPITALS:

_____ Parker, AZ
_____ San Carlos, AZ
_____ Sells, AZ
_____ Yuma, AZ

_____ Polacca, AZ*
_____ Schurz, NV
_____ Whiteriver, AZ

CLINICS:

_____ Peach Springs, AZ
_____ Supai, AZ
_____ Reno, NV
_____ Elko, NV
_____ East Ely, NV
_____ McDermitt, NV
_____ Ft. Duchesne, UT
_____ Native American Cardiology Program,
Flagstaff, AZ
_____ Native American Cardiology Program,
Tucson, AZ
_____ San Simon Health Center,
Sells, AZ*

_____ Bylas, AZ
_____ Fallon, NV
_____ Nixon, NV
_____ Gardnerville, NV (Washo)
_____ Yerington, NV
_____ Regional Treatment Center,
Sacaton, AZ
_____ Santa Rosa Health Clinic,
Tucson Area, AZ
_____ San Xavier Health Center

**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 Practitioner/Midwife Announcement Number: SWR-DHA-09-02

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 a 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 a 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*