



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT
CH-09-09

OPENING DATE
January 09, 2009

CLOSING DATE
January 23, 2009

POSITION
NURSING ASSISTANT

LOCATION AND DUTY STATION
PHS INDIAN HOSPITAL, CHINLE, AZ
EMERGENCY ROOM DEPARTMENT

GRADE/SALARY
GS-0621-03, \$24,499 PER ANNUM;
GS-0621-04, \$27,504 PER ANNUM;
GS-0621-05, \$30,772 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY- PCN# MC4827

APPOINTMENT
● PERMANENT
● TEMPORARY
NTE: _____

WORK SCHEDULE
● FULL-TIME
● PART TIME
● INTERMITTENT

AREA OF CONSIDERATION
● COMMUTING AREA
● NAVAJO AREA WIDE
● IHS WIDE
● DHHS WIDE

****"INCUMBENT MAYBE REQUIRED TO WORK EVENING SHIFTS, WEEKENDS, AND HOLIDAYS."**

SUPERVISORY/MANAGERIAL
YES, MAY REQUIRE ONE YEAR PROBATION
● NO

PROMOTIONAL POTENTIAL
● YES, TO GRADE 05
● NO KNOWN POTENTIAL

HOUSING
YES, GOVERNMENT HOUSING AVAILABLE
● PRIVATE HOUSING ONLY

TRAVEL/MOVING
MAYBE PAID FOR ELIGIBLE EMPLOYEES
● NO EXPENSES PAID

DUTIES: This position is located in the Emergency Room Department, Chinle PHS Hospital, Chinle , Arizona. Incumbent is alert to safety and infection control issues and reports any incidents to the Nurse in charge. Performs advanced and/or specialized nursing tasks. Provides nursing care to assigned patients under the direction of a registered nurse in accordance with established unit policy. Shares in the responsibility of maintenance of clinical records. Maintains a courteous and professional manner in contact with patients, family, and other customers. Assists in screening and discharging patients. Assists in post-mortem care. Transports patients to various hospital departments. Shares in the responsibility for reporting observations by observing the patient's condition and reactions. Provides comfort measures as necessary. Assists health providers in examination of patients by explaining procedures, positioning, draping and assembling instruments and supplies. Performs general maintenance duties including cleaning, arranging, and restocking supply cabinets, cleaning and sorting supplies, instruments, and equipment. Assists with collection and proper care of specimens. Participates in the Performance Improvement program. Position performs the following procedures, after approved hospital specific formal training and completion of required competencies – performs venipunctures to obtain blood specimens for laboratory testing; performs waived testing and records the results in compliance with regulations/standards; with documented training and documented competency may insert sterile indwelling bladder catheter and maintains a sterile urinary drainage system, transcribes physician orders; sets up and monitor unit specific equipment, etc. Operates monitors and equipment for advanced treatments/procedures and for specialty areas. Emergency Room/Urgent Care – skills specific to ER/UC include assisting the provider with procedures such as placing patient in labor on NST, assist with insertion of IV catheter, assist in care of unstable patients with multiple drains and lines requiring increased disease process and patient management skills and knowledge, monitoring patients on telemetry, etc. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: NO **LICENSURE REQUIRED:** NO

BASIC QUALIFICATIONS: Candidates must have 26 weeks of general experience to qualify for the GS-03 grade level. Candidates must have had 26 weeks of general experience and 26 weeks of specialized experience to qualify for the GS-04 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-04 level to qualify for the GS-05 grade level.

GENERAL EXPERIENCE: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Qualifying specialized experience includes nonprofessional nursing care work in a hospital, outpatient clinic, nursing home, or other medical, nursing, or patient care facility or in such work as that of a home health aid where the following duties were performed: Experience as a Community Health Aid or Representative or in other Tribal community services programs where the work involved providing nursing care; Providing personal nursing care such as providing pre- and post-operative care; Support duties for diagnostic and technical treatment procedures; such as setting up and operating special medical equipment and apparatus; Caring for mentally ill patients, including observing, recording, and reporting changes in their behavior and providing reassurance and encouragement; and assisting physicians and registered nurses in nursing activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-03, 1 year above high school with course(s) related to the occupation, if required. For GS-04, 2 years above high school with courses related to the occupation, if required. For GS-05, 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required. This education must have been obtained in an accredited business or technical school, junior college or university for which high school graduation or the equivalent is the normal prerequisite. A portion of the education is usually directly related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 level.

CONDITIONS OF EMPLOYMENT: Immunization requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: 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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE Refer to OPM Handbook Qualification Standards, Series GS-0621 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Human Resources Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or 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).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and show disability annuity has been or is being terminated, or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
5. Retired under the discontinued service retirement option, or
6. Was separated because he/she declined a transfer of function or directed reassignments to another commuting area

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF NURSING CARE PROCEDURES**
2. **ABILITY AND KNOWLEDGE OF USE OF MEDICAL EQUIPMENT**
3. **ABILITY TO INTERPRET PLAN OF CARE WITH PROFESSIONAL TEAM MEMBER FOR PATIENTS AND FAMILIES**
4. **ABILITY TO TRANSLATE NAVAJO INTO ENGLISH AND VICE VERSA**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: "Declaration for Federal Employment" (OF-306) AND Addendum to OF-306 (Child Care & Indian Child Care Worker Positions), BOTH forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "YES" to any one of these two questions can make you ineligible for employment in this position. **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.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit ONE of the following to the PHS Indian Hospital, Human Resource Branch, PO Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. *Resume; OR
3. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.

*** INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, mailing address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points. Veterans Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and date held);
8. High School - Name, city, state (zip code if known), and date of diploma or GED;
9. Colleges and 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). (Attach Official transcripts);
10. Work experience (paid and non-paid) - Job, Title, Duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor;

12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veterans Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT: Charlotte Denetchee, Human Resource Specialist, 928/674-7031 or Charlotte.Denetchee@ihs.gov

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

VETERANS: 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.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: 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.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-09-09. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCE OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
NURSING ASSISTANT, GS-0621-03/04/05
OUTPATIENT DEPARTMENT**

1. **KNOWLEDGE OF NURSING CARE PROCEDURES.** This is knowledge of a variety of interrelated and standard nursing procedures and recurring work experience that demonstrates skill sufficient to resolve problems in carrying out patient care. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY AND KNOWLEDGE OF USE OF MEDICAL EQUIPMENT.** This is knowledge and skill sufficient to use standard equipment, materials, and supplies in diagnostic and treatment procedures that support nursing care of patients for the purpose of accomplishing care reports to nurses, medical staff, and family members. What in your background shows you possess this ability and knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO INTERPRET PLAN OF CARE WITH PROFESSIONAL TEAM MEMBER FOR PATIENTS AND FAMILIES.** The person in this position should have the knowledge to communicate with physicians and nurses to instruct appropriate information to patients of their treatment. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO TRANSLATE NAVAJO INTO ENGLISH AND VICE VERSA.** This is knowledge of such factors as cultural customs, traditions, and language to assist patients. The incumbent should speak fluently in both English and Navajo as most cases requiring extensive case management services involving patients who cannot understand or speak English. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE