



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-09-006

OPENING DATE

01/09/09

CLOSING DATE

01/30/09

POSITION

Lead Clinical Nurse

LOCATION AND DUTY STATION

Shiprock Service Unit
Northern Navajo Medical Center
Division of Nursing Services
Branch of Pediatrics
Shiprock, New Mexico

NUMBER OF VACANCIES

One (1), PCN: 3041-22;

GRADE/SALARY

GS-0610-10: \$57,119 - \$70,646 per annum

*Special Salary Rate as authorized under 5 USC 5305

APPOINTMENT

[X] PERMANENT

WORK SCHEDULE

[X] FULL-TIME

AREA OF CONSIDERATION

[X] I H S WIDE

PROMOTION POTENTIAL

[X] NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

[X] NO KNOWN POTENTIAL

HOUSING

[X] PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

[X] WILL BE PAID

DUTIES: The incumbent evaluates the Nursing needs of patients, developing a plan of Nursing care, initiates patient care assignments, implementing and modifying them as needs change; provides or directs the provision of comprehensive Nursing care, delegating duties to appropriate personnel, teaching and supervising their work as needed. Participates in the evaluation of the quality of patient care. As Charge Nurse, provides guidance to three or more employees and direction to ancillary departments, other Nurses, and health care providers. Ensures that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services; coach in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist in identifying the parameters of a viable solution. Identifies, distributes and balances workload and tasks among employees; makes adjustment to accomplish the workload; and ensures that each employee has an integral role in developing the final team product. Train or arrange for in training in methods and techniques. Monitor and report on the status and progress of work. Serves as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members. Prepare reports and maintain records and coordinate the preparation, presentation and communication of work-related information to the Supervisor. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made. Manage leave, resolve simple, informal complaints and refer others. Intercede with the Supervisor on behalf of the team to inform the Supervisor of performance management issues/problems and to recommend/request related actions. Accountable to monitor all aspects of patient care when acting as Charge Nurse, documents Nursing interventions, therapeutic measures administered, patient's reactions and patient teaching and understanding. Advises less experienced staff in patient care, work organization and other matters. Provides patient care duties, utilizing the nursing process, providing skilled and comprehensive nursing care to patients. Closely observes patients; for conditions, which may require emergency measures, recognizes, identifies and interprets serious clinical situations. Initiates and provides appropriate immediate or emergency interventions. Maintains professional knowledge and proficiency in Unit specific nursing knowledge and practice through continuing education to include: Unit specific certifications such as ACLS, ATLS, etc. staff meeting attendance, attendance of outside and in-house workshops, especially mandatory training events. Maintains a professional caring attitude when dealing with patients, their families, hospital health care provides and other departments. Works on a regularly assigned or rotational basis to provide continuity of services during days, nights, weekends, and holidays. Performs other related duties as assigned.

QUALIFICATION 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: YES

LICENSURE REQUIRED: YES

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. To obtain education credit, applicant must submit official college transcript; diploma; license; or other appropriate proof of educational attainment by the closing date of the vacancy announcement.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-09 to qualify for the GS-10 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. Examples of the type of experience, which will be credited, are: application of professional nursing principles, practices and procedures required to provide nursing care to patients involving Ambulatory Care. Experience in designing, developing, and directing nursing care in the area of Ambulatory Care; experience in planning, directing and coordinating the work of support nursing and administrative personnel.

CONDITIONS OF EMPLOYMENT: Immunization Requirement-Upon employment, all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations 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 or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: Applicants must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. (**attach copy of license**)

OTHER SIGNIFICANT FACTORS: None.

PHYSICAL DEMANDS: Work requires considerable walking, standing, bending and lifting. The movement of patients, equipment, and supplies is also required. The ability to function in a highly stressful situation for prolonged time periods is also required.

WORK ENVIRONMENT: Work is performed in a hospital setting where exposure to contagious and infection disease may occur. Some degree of hazard is present when caring for substance abuse or emotionally disturbed patients.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be considered without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-09 to qualify for the GS-10.

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

*****NOTE***** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-610 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.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

Excepted Service Examining (ESEP) Candidates: Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and competitive service employees of reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

COMMISSIONED OFFICERS: Commissioned officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel office against the applicable Preston Standards or the Civil Service Standards, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

Veterans: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career or career-conditional (tenure group I or II competitive services employee who has receive a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice of CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being 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.
4. Be currently employed by DHHS in the same 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. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

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 our application package. The following categories of candidates are considered displaced employees.
 - A. Current of former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or current
 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 whose disability annuity has been or is begin terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit 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 reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians 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 for which you have been separated. The position must not have a greater promotion potential that 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 Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other 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 principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. ABILITY TO PROVIDE LEADERSHIP.
2. ABILITY TO SET PRIORITIES.
3. ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING.
4. SKILL IN INTERPERSONAL RELATIONS.
5. ABILITY TO PROVIDE AND COORDINATE PATIENT CARE BASED ON CURRENT NURSING STANDARDS OF PRACTICE.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Human Resources Branch, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date.

1. OF-612 - Optional Application for Federal Employment;
2. or Resume; ...
3. or any other written application format;

Plus, if applicable:

- BIA Form 4432
- OF-306, Declaration for Federal Employment
- Addendum for Child Care and Indian Child Care Worker Form
- Any other necessary documentation pertinent to the position

A copy of an official Bureau of Indian Affairs Indian 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.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

"Declaration for Federal Employment" (OF-306) and **Addendum** for Child Care & Indian Child Care Worker positions must be completed and submitted with **original** signatures 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.

For more information contact: Margaret A. Begay, HR Specialist, (505) 368-6091; E-mail: margaret.begay2@ihs.gov.

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 #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES) AND #9 (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) day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship
5. Veterans: Indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of Degrees received (if no degree show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) - Job title, duties and accomplishments, Employer's name and address, Supervisors' names and phone number, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: 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's preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

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.

ADDITIONAL SELECTIONS: Additional or alternate selection 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 geographical location.

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 CERTIFICATE: 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 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.


Margaret A. Begay, 01/08/09

HUMAN RESOURCES CLEARANCE/DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-006. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMANRESOURCES AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT
LEAD CLINICAL NURSE, GS-610-10

1. **ABILITY TO PROVIDE LEADERSHIP.** This person must be able to provide guidance by example, coaching, motivating as necessary, acting as a preceptor and a teacher. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. **ABILITY TO SET PRIORITIES.** This person must be able to complete work schedules and delegate patient and unit activities. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. **ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING.** The person must be able to write and communicate in a variety of formats to include memorandums, policies and procedures, verbal communications and have basic computer skills. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. **SKILL IN INTERPERSONAL RELATIONS.** This includes skills in being persuasive, ability to gain the confidence of others, perceptiveness in dealing with others, and the ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals and groups. What in your background would indicate that you possess this skill?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. **ABILITY TO PROVIDE AND COORDINATE PATIENT CARE BASED ON CURRENT NURSING STANDARDS OF PRACTICE.** This ability is having the knowledge of and the skill to apply a wide range of nursing theories and the application of techniques and skills used in the variety of clinical settings. It is the ability to apply the knowledge, skills, and techniques from the theory base of all segments of nursing. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date