

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Area Indian Health Service
Colorado River Service Unit
12033 Agency Road
Parker, AZ 85344

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:
SWR-09-0114

OPENING DATE:
01-12-09

CLOSING DATE:
02-03-09

POSITION TITLE/SERIES/GRADE: Community Health Nurse (Trainee), GS-0610-5/7 OR
Community Health Nurse, GS-610-9/11

STARTING SALARY: GS-05 \$45,947-53,155 per annum + Recruitment Bonus
GS-07 \$50,217-60,261 per annum + Recruitment Bonus
OR
GS-09 \$54,599-68,249 per annum + Recruitment Bonus
GS-11: \$66,054-80,913 per annum + Recruitment Bonus

PROMOTION POTENTIAL: GS-11
SUPERVISORY/MANAGERIAL: Yes
RELOCATION EXPENSES: May be paid according to Federal Travel Regulation
APPOINTMENT/WORK SCHEDULE: Permanent Full time
AREA OF CONSIDERATION: Government Wide
DUTY LOCATIONS: Supai, AZ

JOB DESCRIPTION: Serves as community health advisor and provider of comprehensive nursing services to individuals and families in Indian communities and reservations within an assigned geographic area. Develops or participates in development of comprehensive community health nursing plans related to such services as: maternal and child health, chronic and communicable disease control, mental health, health care teaching and supervision; and finding, referral and follow-up. Carries out community health plans by conducting visits to homes, communities, schools and clinics to provide patient care, counseling, and instruction in preventive, curative and rehabilitative health matters. Serves as resource person in program planning. Provides guidance, direction and training to ancillary nursing and other personnel. Maintains records and reports on patients. Maintains professional knowledge and proficiency in nursing through continuing education, staff meetings, workshops and serving on nursing committees. Performs other related duties as assigned.

WHO MAY APPLY: Excepted Service & Merit Promotion Eligibles, PHS Commissioned Officers. 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.

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.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles, Rubella and Mumps 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 is required to travel and must possess a valid driver's license.

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

Applicants for Community Health Nurse positions must have graduated from a baccalaureate Nursing program. Applicants must have the experience and/or education for the GS-11 grade as follows:

GRADE	EDUCATION	AND/OR	EXPERIENCE
GS-5	Completion of a program of less than 30 months' duration or associate degree	and	1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant 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 bachelor's degree		None
GS-7	Completion of a professional nursing program	and	1 year of 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 or equivalent degree	or	1 year of experience equivalent to at least the GS-7 level
GS-11	Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education	or	1 year of experience equivalent to at least the GS-9 level

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 Community Health Nurse, GS-610-5/7

1. Provides direct community health-nursing care to individuals, families and groups with emphasis on health promotion and disease prevention.
2. Provides maternal child health services in home, school, community and clinical settings.
3. Provides follow-up control or intervention methods for communicable and chronic disease.

KSA'S for Community Health Nurse 9/11:

1. Ability to apply public/community health nursing principles, theories, and practices independently when providing comprehensive nursing services to individuals, families, and communities.
2. Ability to assess needs and plan, implement, and evaluate preventive health education services.
3. Knowledge of principles, concepts, theories and techniques of Public/Community Health Nursing.
4. Ability to provide counseling and teaching to individuals and families with a variety of health problems.

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. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or formal employee, and/or if requesting Reinstatement Eligibility.
5. Copy of the most recent performance appraisal, if a current Federal employee.
6. Copy of current unrestricted Nursing License.
7. Completed PL 101-630 Questionnaire (**form attached**)
8. Completed Selective Service Registration Form (**form attached**)
9. Written Responses to the Knowledge, Skills, and Abilities (KSA) (**OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score).
10. Commissioned Corps Officer: (1) latest COER, and (2) current Billet Description, and (3) BIA FORM 4432 if claiming Indian Preference.

OTHER INFORMATION:

- Government housing is not provided.
 - The Indian Health Service is a smoke-free work environment.
 - If selected to this position, you are subject to a background security investigation.
 - Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency they paid it.
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Application and required forms must be identified by this announcement number and submitted to the address below:

**ATTN: SWR-09-0114
Office of Human Resources
Colorado River Service Unit
12033 Agency Road
Parker, AZ 85004**

**Phone: (928) 669-3120
Fax: (928) 669-3331**

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).

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 (928) 669-3120 to contact a Human Resources Specialist.) Date: 12-10-08

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: _____ **Announcement Number:** _____

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.***