

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
January 15, 2009

POSITION: Student Assistant (Extern)

LOCATION: Various Locations
(See Below)

SALARY: GS-3 through GS-11, \$24,499 - \$56,411 per annum
GS-3 through GS-11, \$10.31 - \$23.74 per hour
Salary depends on Qualified Grade Level
GS-503-6 \$34,300 - \$44,589 Per Annum.

VACANCY NUMBER: NP-09-0003-MPP (EXTERN)

OPENING DATE: January 16, 2009

CLOSING DATE: February 6, 2009

For information contact **Kim Annis** at **605-226-7466**. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to **605-226-7321**, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

E-MAIL TO: kim.annis@ihs.gov

APPOINTMENT: Temporary Not to Exceed 120 workdays

WORK SCHEDULE: Intermittent (NTE 39 hrs per week/8 hours per day)

AREA OF CONSIDERATION: Aberdeen Area

Positions may be filled at the following locations

HOSPITALS: *Belcourt, North Dakota, Fort Yates, North Dakota; Eagle Butte, Rapid City, Rosebud, or Sisseton, Pine Ridge, South Dakota; or Winnebago, Nebraska.*

HEALTH CENTERS: *Fort Totten or New Town, North Dakota; Fort Thompson, Lower Brule, McLaughlin, Wagner, Wanblee, Kyle, South Dakota.*

Other Positions may also be filled at other Indian Health Service locations including the Aberdeen Area Office and Tribal organizations.

MOVING: Expenses **WILL NOT** be paid.

Travel: Externs may request travel reimbursement for one round trip to the extern site. Do not under any circumstances, Travel without an Authorized Travel Order.

CONDITIONS OF EMPLOYMENT:

ON-CALL ___ YES NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

GRADE POTENTIAL: ___ NO YES to grade(s) GS-6.

SUPERVISORY/MANAGERIAL: NO ___ YES

may require one year probation

****Employment is contingent on a cleared suitable Background Investigation for the level required for your position.****

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY: Anyone may apply.

DUTIES AND RESPONSIBILITIES: Depending on availability of P.L. 94-437 scholarship funds, applications are being accepted from Indian Students enrolled in various health fields or health related fields. Appointments will be for periods not to exceed 120 days. Due to limited resources, employment opportunities may not exist in all categories. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

GS-3: 30 semester hours/45 quarter hours

GS-4: 60 semester hours/90 quarter hours

GS-5: Bachelors Degree (120 semester hours/180 quarter hours)

GS-7: 1st year of graduate school (18 semester hours of graduate education/27 quarter hours of graduate education)

GS-9: Master's or equivalent graduate degree or 2 full years of progressively higher graduate education leading to such a degree or LL.B or J.D., if related

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

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, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants **MUST** submit ONE of the following: **a)** OF-612, Optional Application for Federal Employment; **b)** Resume; or **c)** any other written application format.
2. **Current Performance Rating, if available.**
3. Applicants claiming **Indian Preference** **MUST** submit, along with their application, **FORM BIA-4432, Verification of Indian Preference. BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM** used if claiming Indian Preference in the Indian Health Service.
4. **If you wish to substitute appropriate education for experience**, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience. Depending on grade level.
5. **For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).**
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form (see attachment).**
http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection.doc
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and/or Form SF-15, claiming 10 point preference. Preference will not be allowed unless a copy of the DD-214 is attached to the application. Applicants claiming 10-point preference **MUST** complete an SF-15. *Application for 10-Point Veteran Preference.* Veterans who are still in the service **MAY BE** granted 5-points tentative preference on the basis of the information contained in their applications. **You MUST produce a DD-214 (Member 4 Copy) prior to the appointment to document entitlement to preference.** For information on Veteran's Preference, Please Visit: <http://www.opm.gov/veterans/html/vetsinfo.asp>

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.
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INFORMATION REQUIRED ON 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. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. **Work experience (paid/nonpaid)**-Job title (include series and if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. **Indicate** if we may contact your **current and/or former supervisor**.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of unsuitability for Federal employment.

*****If position is RE-ANNOUNCED, Please call the Division of Human Resources as to the status of application.**

FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:

If you are currently a Department of Health and Human Services employee which includes the Indian Health Service, who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in (tenure group I or II) who has received a Reduction in Force (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 the DHHS/IHS. You must submit a copy of the RIF separation notice or 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 in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, and 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 selection 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 a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered 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 shows 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 reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special 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 & meet all the application criteria (e.g., submit all required documentation, etc.)
 6. Eligible applicants will be considered "well qualified" If they attain a numerical rating of 85 or better as determined from your responses to the knowledge, skill and abilities (KSA's). (See "Qualifications Requirement Section")
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WHAT TO EXPECT NEXT:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the issuance date of the selection rooster. **You will be notified of the outcome.**

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: Student Assistant (Extern) Announcement Number: NP-09-0003-MPP (EXTERN)

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.**