



Department of Health and Human Services
 Public Health Service
 Indian Health Service

Vacancy Announcement

Announcement No: IHS-OCA-BAO-09-019

Opening Date: 01-01-09

Closing Date: 12-31-09

Open Continuous- MPP-ESEP

Area of Consideration: Local Commuting Area Only

Includes all Qualified Indian Preference Candidates

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Medical Support Assistant (Contract Health Services)
 GS-679-4/5/6

OFFICE LOCATION:

Bemidji Area IHS Facilities

SALARY RANGE:

GS-04: \$27,504 to \$35,753

GS-05: \$30,772 to \$40,005

GS-06: \$34,300 to \$44,589

(May be adjusted on Present/Former employees)

DUTY STATIONS:

- Cass Lake Indian Health Service, Cass Lake, MN;
- Red Lake Indian Health Service, Red Lake, MN; or
- White Earth Indian Health Service, Ogema, MN

AREA OF CONSIDERATION: Local Commuting Area Only (Management has determined that there is likely to be an adequate number of qualified applicants in the local commuting area. Under this reduced area of consideration, outside non-Indian preference candidates will not be considered. Qualified Indian preference candidates will be considered regardless of this reduced area of consideration.)

Number of Vacancies: Positions to be filled as vacancies occur. This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis; eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointments terms; permanent, temporary, or term.

Your application will be included in the file of candidates established for consideration for current and/or job preferences.

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

We may hire at any of the grades or locations shown in this announcement. You are required to indicate on your application the grade level(s), salary, and location for which you wish to be considered.

CONDITIONS OF EMPLOYMENT:

- Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent (work only when called upon) work schedule.
- Promotion Potential: GS-6
- Incumbents of these positions are subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- Travel and relocation expenses will not be paid. (Travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the employee.)
- All supporting documents (SF-50, KSA, etc.) must be received to complete your application package and to receive consideration. All applicants must address/submit KSA's in order to be considered.
- Selectee(s) are required to complete a 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 positions covered by PL 101-630.
- 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.

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES: The incumbent determines eligibility for care under the CHS Program. Applies CHS rules and regulations on CHS delivery areas, geographical facility proximity, tribal membership, and residence. Defines alternate resources available to patients under the CHS program and determines patient eligibility for Medicare, Medicaid, vocational rehabilitation, VA, private insurance or other third parties. Assists with the reporting of Catastrophic Health Emergency fund (CHEF) cases. Makes patient transportation arrangements subject to regulations regarding purchases and the limitation of authorized funds. Administers day to day activities required of the CHS program by initiating CHS purchase orders. Ensures consistency and correct use of document coding required by the Area financial management policy. Works with service unit professional and paraprofessional staff in providing appropriate data for service unit contract requirements for physician, hospital, dental, laboratory, radiology, ambulance and other health services for the determination of reasonableness of rates by outside contractors and vendors. Works with the IHS fiscal intermediary to resolve payment problems and coordinate alternate resource benefits. Participates in the CHS Review Committee meetings. Performs other related duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT:

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions, click on link below:

Coverage Qualifications Standards for Clerical and Administrative Support Positions:

<http://www.opm.gov/qualifications/standards/group-stds/gs-cler.asp>

Grade	Experience			Education
	General	Specialized		
GS-04	1 year	N/A	or	2 years above high school.
GS-05	N/A	1 year equivalent to at least GS-4	or	4 years above high school
GS-06	N/A	1 year equivalent to at least GS-5	or	Generally, not applicable

--Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Specialized Experience: is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. **Specialized experience is experience that has provided the applicant with working knowledge of Contract Health Service procedures and regulations governing eligibility determination**

as well as experience that has provided the applicant with knowledge of IHS Contract Health Service Programs as this knowledge relates to the technical, administrative and clerical functions performed by this position. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under "Brief statement of Duties" above. The 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.

Education: Copies of your official college transcripts must be provided if you substitute education for experience.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

For open continuous announcements, applicants must meet all qualification requirements by the cut-off date to be considered for a vacancy/position. Cut-off dates will be established based on the date that a List of Eligible candidates/panel is requested from the selecting official.

EVALUATION METHOD: Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA(s). The information provided will be used to determine the **Best Qualified** candidates.

Responding to KSA's is **REQUIRED** and each KSA must be answered and a separate response must be made for each question.

KSA's for Medical Support Assistant GS-679-4:

1. Knowledge of laws and regulations related to the confidentiality of medical records and the release of information from medical records.
2. Demonstrated ability and experience communicating orally and in writing.
3. Ability to operate in an automated and manual health information system.

Additional KSA's for Medical Support Assistant GS-5/6:

4. Demonstrated practical knowledge of specialized medical terminology.
5. Knowledge of and the ability to apply alternative resources regulations, IHS eligibility regulations and Contract Health policies and procedures.
6. Knowledge and skill sufficient to coordinate care at medical facilities, including arranging medical appointments and transportation, if necessary.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates (MPP): Applications will be accepted from applications who are status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service <http://www.usajobs.opm.gov/ei2.asp>) and from current permanent IHS employees in the Excepted Service.

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 eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

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- **Candidates must indicate whether their application is being submitted under the *IHS Excepted***

Service Examining Plan or the IHS Merit Promotion Plan, or both if applicable.

Veterans' Preference: If you have served on active duty in the U.S. Armed Forces and were separated under honorable conditions you may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

To claim veterans' preference, veterans must submit a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service-connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more specifics on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#).

The Veterans Employment Opportunity Act (VEOA): Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 year or more of continuous active service may apply for **permanent** positions as an MPP candidate, however veterans' preference is not a factor in these appointments.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

HOW TO APPLY:

We may hire at any of the grades or locations shown in this announcement. You are required to indicate on your application the grade level(s), salary, and location for which you wish to be considered.

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
3. Selective Placement Factor, if applicable

FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

4. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
5. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).

6. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
7. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
8. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).

Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION:

- 1) You may submit your application by U.S. Mail or other commercial carrier.
Applications may be mailed to the following address:

Indian Health Service, Bemidji Area Office
Attn: Human Resources
522 Minnesota Avenue NW
Bemidji, MN 56601

Note: Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

- 2) You may submit your application in person.
If you wish to submit an application in person, please bring your application to:

Indian Health Service, Bemidji Area Office
522 Minnesota Avenue NW Rm. 116
Bemidji, MN, 56601

- 3) You may submit your application by email.
If you wish to submit your application by email, you may send it to the following email address:
BEMHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS**, <http://www.usajobs.gov> or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will not be accepted. However, you may submit supporting material by Fax.

All applications along with all supporting documents must be received by 5:00 pm Central Standard

Time (CST) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date (218) 444-0473.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact the Bemidji Area Office, Division of Human Resources at (218) 444-0473.
- **Reasonable Accommodation for Disabled Applicants:** 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 Division of Human Resources at (218) 444-0473. The decision on granting reasonable accommodation will be on a case-by-case basis.
- **TTY NUMBER IS 301.443.6394**
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER