DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT	OPENING DATE	CLOSING DATE
NAO-09-DH-F	01-01-2009	OPEN CONTINUOUS

POSITION TITLE:
NURSE PRACTITIONER

GRADE/SALARY:
GS-610-09, *$54,599 - $66,884 Per Annum
GS-610-11, *$66,054 - $80,913 Per Annum
GS-610-12, *$77,194 - $95,005 Per Annum
SPECIAL SALARY RATES AUTHORIZED UNDER 5 U.S.C. 5305

DUTY STATIONS:

- Chinle Comprehensive Health Care Facility & Clinics, Chinle, AZ
- PHS Indian Hospital, Crownpoint, NM
- PHS Indian Hospital & Clinics, Fort Defiance, AZ
- Gallup Indian Medical Center & Clinics, Gallup, NM
- PHS Indian Health Center, Kayenta, AZ
- Northern Navajo Medical Center & Clinics, Shiprock, NM

TRAVEL MOVING EXPENSES: May be paid for eligible employee in accordance with Federal Travel Regulations.

GOVERNMENT HOUSING: Government housing may be available at some locations.

NUMBER OF VACANCIES: Applications are being accepted from all interested applicants, regardless of where they reside, for placement in the Competitor Inventory for future referral when vacancies occur. Positions may be permanent or temporary, full-time, part-time or intermittent (work only when called). SEE "HOW TO APPLY" FOR SUBMISSION INFORMATION. If an initial or original appointment to a temporary or term appointment is made from this vacancy announcement, the original action or appointment could be extended without further announcement of the position.

This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must complete and sign the required "Addendum to the Declaration for Federal Employment." Responding "Yes" to any one of the two questions can make you ineligible for employment in this position.

PROMOTION POTENTIAL: Positions may be filled at one of the grade levels listed above. Depending on the location, some permanent positions have promotion potential to the GS-11 or GS-12.

WHO MAY APPLY

Applications will be accepted from **NON-STATUS APPLICANTS** (those individuals who have never held a career or career-conditional appointment in the Federal Service) will be evaluated under competitive OPM register procedures.

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.

DUTIES: Incumbent, through advanced competence in primary health care, provides direct, comprehensive nursing, preventive and therapeutic health services to individuals, families, or groups. This includes assessing the health status of individuals, managing the care of selected patients and providing treatment, health teaching, counseling guidance and instructions to individuals/families so that they participate in a plan of care. Performs other 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.

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.

PROFESSIONAL REGISTRATION REQUIREMENT FOR NURSE POSITIONS: All applicants must have 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. Applicants for nurse practitioner positions must have completed a Nurse Practitioner training program of at least 4 months duration. If the Nurse Practitioner training was limited to a particular specialty such as OB/GYN or pediatrics, eligibility may be limited to positions for which the applicant has either Nurse Practitioner training or practitioner experience subsequent to the training.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional nursing experience equivalent to the GS-7 to qualify for the GS-9; 52 weeks equivalent to the GS-9 to qualify for the GS-11; and 52 weeks equivalent to the GS-11 to qualify for the GS-12.

Graduate education may be substituted for experience in accordance with the OPM Qualification Standards for General Schedule positions.

SELECTIVE PLACEMENT FACTOR: Applicants must have certification issued by the appropriate certifying body (such as the American College of Nursing Association) as a Nurse Practitioner. New specialty graduates (individuals who have obtained a qualifying degree within six months of their appointment) have six months from the date they enter on duty to provide evidence of certification. ***Please submit a copy of your current certification with your application.***

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by the date the certificate is issued.

CONDITION 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 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 Unit or any Area office position which 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.

NOTE: Refer to OPM Operating Manual Qualification Standards, 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 Human Resources Office. EDUCATION MAY NOT BE SUBSTITUTED FOR THE REQUIRED SPECIALIZED EXPERIENCE AT THE GS-12 GRADE LEVEL.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, 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 DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received 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 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 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.

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 RIF separation notice, a letter from 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 whose 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 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 Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement which 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 accomplishments and degree of responsibility.

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

1. Ability to counsel.
2. Ability to teach.
3. Ability to work as a team member.
4. Ability to work independently.
5. Ability to meet and deal with a variety of people.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Navajo Region Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, AZ 86515-9020. For more information, contact Ida Natonabah at (928) 871-1432.

1. OF-612, Optional Application for Federal Employment; **OR,**
2. SF-171, Application for Federal Employment; **OR,**
3. *Resume; **OR,**
4. *Any other written application format; PLUS Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum 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 the two questions on the Addendum 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.***

***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 #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 codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
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 dates 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 Transcripts);
10. Work Experience (paid and nonpaid) - 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: 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 preference determination, education, training, and/or experience.

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

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. 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 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.

Ida Natonabah 02/23/09

HUMAN RESOURCES CLEARANCE DATE

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

SUPPLEMENTAL QUESTIONNAIRE
NURSE PRACTITIONER, GS-610-9/11/12

1. **ABILITY TO COUNSEL.** This is the ability to counsel patients and their families on preventive health measures, therapeutic treatment options and psychosocial issues. This includes the ability to be empathetic and understand the impact of cultural, spiritual, environmental and socioeconomic factors on health and illness. 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.)

2. **ABILITY TO TEACH.** This is the ability to teach patients and their families, community members and other health care professionals about health promotion and disease prevention, diagnosis and treatment of disease, and community health issues. Must be able to adapt teaching methods according to literacy levels, language differences, learning needs and educational backgrounds. 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.)

3. **ABILITY TO WORK AS A TEAM MEMBER.** This is the ability to function as a member of the multidisciplinary health care team. This includes working collaboratively with physicians, specialist, nurses and other health care staff. Teamwork requires written and oral communication skills, professionalism and awareness of one's professional and personal limitations. 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 WORK INDEPENDENTLY.** This is the ability to function independently to provide preventive, diagnostic and therapeutic services to patients. Working independently requires the individual to perform physical assessments, order and interpret diagnostic tests, prescribe treatments and refer to physicians when necessary. As an independent clinician, must exercise sound clinical judgment. 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.)

5. **ABILITY TO MEET AND DEAL WITH A VARIETY OF PEOPLE.** This is the ability to establish and maintain professional relationships with a wide variety of individuals both within and outside the organization including other health care staff, teachers, law enforcement officers, social workers and community leaders. This requires tact, patience, diplomacy and mature judgment. 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.)

CERTIFICATION

I CERTIFY THAT ALL OF THE STATEMENT 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 (SIGN IN INK) _____ DATE _____