DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
NAO-09-DH-P

OPENING DATE
01-01-2009

CLOSING DATE
OPEN CONTINUOUS

POSITION TITLE
Dietitian

GRADE AND SALARY
GS-630-09, $46,625 - $60,612 Per Annum
GS-630-11, $56,411 - $73,327 Per Annum

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). Refer to "HOW TO APPLY" for application process and 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 type of appointment and location, some permanent positions have promotion potential to the GS-11.

WHO MAY APPLY

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

STATUS applicants may apply under both the MPP and NON-STATUS application procedures. In this case, they must file two applications for dual consideration.

DUTIES:

DIETITIAN: Assists the Supervisory Dietitian with the planning, coordinating, administering, and evaluating of individuals and families in nutritional principles, dietary plans, food selection and economics; plans, calculates and evaluates modified diets; determines what type of nutritional products to stock and monitors inventory. Plans, advises and participates in the development, execution and evaluation of nutrition education programs, provides training to Dietary employees, medical nursing and other hospital/clinic staff. Assists in establishing, evaluating and reporting of quality assurance data. Acts as Supervisory Dietitian in his/her absence. 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 in Dietetics, Food, Nutrition, Food Service Management, Institution Management, or related science.

For Dietitian positions, the curriculum must have been in accordance with the qualifying requirements established by The American Dietetic Association (ADA) in effect at the time of graduation. (Professional registration as a registered dietitian (R.D.) is evidence of meeting ADA requirements.)

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

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Graduate education may be substituted for experience in accordance with the OPM Qualification Standards for General Schedule positions. GS-9: 2 years of progressively higher level graduate education leading to a Master's degree or Master's or equivalent graduate degree. GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

SELECTIVE PLACEMENT FACTOR: Each PHS dietitian must possess and maintain current registration with the Commission on Dietetic Registration. New graduates may be appointed for up to 52 weeks pending the successful completion of the Commission's registration requirements. Evidence of registration must be provided by the end of the 52-week period. ***Please submit a copy of your current registration with your application.***

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by the time 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 Handbook or the IHS Excepted Service Qualification Standard, Series GS-630, for complete information. Substitution of education for experience will be made in

accordance with those standards. Please include official transcripts with your application. For more complete information, contact your Human Resources Office.

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 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 (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 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 assess patients' nutrition needs in areas of critical care, pediatric, renal and metabolic nutrition.
2. Ability to communicate, teach and have good counseling skills.
3. Ability to prioritize, use good judgment, to work independently and be a team player.
4. Ability to write educational materials and reports.
5. Ability to plan, implement and evaluate a program or a research project.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, 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, Human Resources Specialist, 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. *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 to OF-306** 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 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. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
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: Applicants 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 02/23/2009

HUMAN RESOURCE CLEARANCE DATE

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

SUPPLEMENTAL QUESTIONNAIRE
DIETITIAN, GS-630-9/11

1. **ABILITY TO ASSESS PATIENTS' NUTRITION NEEDS IN AREAS OF CRITICAL CARE, PEDIATRIC, RENAL AND METABOLIC NUTRITION.** The person in this position must have training and work experience in the area of critical care, pediatric nutrition, renal nutrition and metabolic nutrition. 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 COMMUNICATE, TEACH AND HAVE GOOD COUNSELING SKILLS.** The person in this position must have the ability and experience in effective communication with a variety of groups of varying ages, education, culture and socio-economic 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 PRIORITIZE, USE GOOD JUDGMENT, TO WORK INDEPENDENTLY AND BE A TEAM PLAYER.** The person in this position must be able to show examples of using good judgment in difficult or unusual condition – show examples of working independently and effectively and give an example of positive teamwork and outcomes. 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 WRITE EDUCATIONAL MATERIALS AND REPORTS.** The person in this position must be able to show experience in developing educational materials for at least one age group at an appropriate level of understanding and/or an effective report that effected changes or implementing new processes, procedures or programs. 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 PLAN, IMPLEMENT AND EVALUATE A PROGRAM OR A RESEARCH PROJECT.** The person in this position must show experience in assessing, implementing and evaluating a research or performance improvement project. 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 statements 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