



Department: **Department Of Health And Human Services**

Agency: **Indian Health Service**

Sub Agency: **Department of Health and Human Services - IHS**

CLOSE

PRINT

Overview

NURSE OR CLINICAL NURSE - MP/ESEP

Salary Range: 45,947.00 - 68,249.00 USD per year

Series & Grade: GS-0610-05/09

Promotion Potential: 09

Who May Be Considered:

Excepted Service Examining Plan Candidates (ESEP)

Merit Promotion Plan Candidates (MPP)

Veteran's Preference Candidates

Applicants and Current Officers PHS Commissioned Corp

A concurrent announcement posted under HHS-IHS-WR-2009-0077 for other candidates.

Consideration for both announcements, require application to each announcement

[Which hiring plan should I select?](#)

Job Summary:

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

NUMBER OF VACANCIES AND APPOINTMENT TYPES VARIES: The Western Region Human Resources Office fills vacant positions for the Portland Area Indian Health Service, an Agency within the Department of Health & Human Services and is accepting applications at the multiple grade levels and multiple locations for recruitment of the greatest number of candidates who will be considered for all vacancies for a 6-month period. Appointments may be in the Excepted Service under the Indian Preference hiring authority. Temporary/Term appointments/Time limited made from this announcement may be extended without further competition, up to the time frames allowed by law or regulation; but extension is not guaranteed. Some temporary/term/time limited appointments are eligible for benefits. Positions may be filled at ANY of the grade levels indicated in this announcement, with or without promotion potential as vacancies occur. Applicants should specify the lowest grade (GS-level) that they will accept. Applicants should specify specific location(s) they are interested in; otherwise, consideration will be for ALL location(s).

POSITION DETAILS:

Merit Promotion Position: Yes

Travel Required: Yes for some positions

Supervisory/Managerial Position: No

Open Period: Tuesday, January 13, 2009
to Thursday, December 31, 2009

Position Information: Full-Time, Part-Time, Intermittent, Seasonal Permanent, Term, Temporary Appointment, Time Limited

Duty Locations: 1 vacancy - Fort Hall 1 vacancy - Salem 1 vacancy - Warm Springs 1 vacancy - Nespelem 1 vacancy - Toppenish 1 vacancy - Wellpinit

Relocation Expenses Paid: Negotiable
Is position covered by PL 101-630? Yes
Is drug testing required? No
Is government housing available? No

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law 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. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Indian Preference applicants who are currently on career conditional or career appointments or who are eligible for reinstatement must indicate on their application if they wish to be considered under the Merit Promotion Plan or the Excepted Service Examining Plan, or both. If they do not, their application will be considered only under the Merit Promotion Plan.

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). Preston Qualification Standards will be applied.

Merit Promotion Plan Candidates (MPP)-Current permanent competitive Federal status employees, reinstatement eligibles, 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).

Veteran's Preference - Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

PHS Commissioned Officer: It is the responsibility of the Officer to submit sufficient information to permit this office to determine whether you meet the qualification requirements, including any selective placement factor.
[For More information on Commissioned Officers...](#)

For more information on which hiring plan you may fall under please click here; [Which hiring plan should I select?](#)

Key Requirements:

- Position subject to background investigation & compliance with PL-101-630.
- Must have a current unrestricted license.
- Incentives may be offered.

Duties

Major Duties:

What Are The Major Duties of the Job?

Serves as staff nurse in a health center located at various locations for the Indian Health Service. The nurse assists the physician and gives quality-nursing care demanded in an outpatient clinical setting. In the absence of the physician, provides minor and emergency treatment under approved protocols. Provides and documents nursing care for patients; administers drugs prescribed for patients; attends in-service and continuing education programs. Actively participates in Quality Assurance activities.

Qualifications and Evaluation

Qualifications:

How Do I Qualify for the Job?

You must meet the basic requirements in addition to other required additional experience (and/or) education.

BASIC REQUIREMENT:

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. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

Registration: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. An applicant who has graduated from an approved nursing educational program within the past 12 months may be appointed pending State registration as a professional nurse within 6 months of appointment. No person appointed pending registration may be retained beyond 6 months, or promoted, if registration has not been attained.

ADDITIONAL 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

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

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

Experience must have equipped must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

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

Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related

non-nursing field directly applicable to the requirements of the position to be filled.

PHS COMMISSIONED CORPS CANDIDATES Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service. Commissioned Officer applicants who wish to receive Indian preference, will be evaluated by the Human Resources Office using the same criteria as those stated in the announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. It is up to the Officer to submit sufficient information, as stated in the vacancy announcement, to permit the HR office to determine whether he or she meets the necessary qualification requirements, including any selective placement factors.

Positive Education Requirements: This position has specific educational requirements. To qualify for this position, you must possess the required education as noted under *Qualifications*.

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

You must submit a copy of your transcripts must be submitted with your application transcript if you are requesting IHS to consider your education in determining your qualifications for this position. If selected, official transcripts are required.

You must meet the requirements of the position and provide the required (supporting) documents to be considered for this position. Supporting documents are to be submitted by fax-imaging using cover sheets via on-line process. In some cases you may fax the supporting documentation to 907-729-1312. Once supporting documentation is faxed, the originals must be mailed to our office.

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference, if applicable) and will be based on your responses to the questions and information stated in your application.

CTAP and ICTAP eligible employees who meet all education and experience requirements, must meet the well-qualified criteria which is to receive a rating of 85 out of a possible 100.

Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience.

Additional details on the application process can be found under the How to Apply tab.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

The federal government offers a number of exceptional benefits.

displays major benefits offered to most federal employees.

Other Information:

[target=newwin> Informati](#)

[on for Temporary and Term Employees](#)

[target=newwin>Information on the federal hiring process.](#)

ADDITIONAL EMPLOYMENT INFORMATION:

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria, CTAP Information](#)

Promotion Potential: This position has promotion potential to the GS-09 grade level. Promotion to the next grade level is at management's discretion and is based on your demonstrated ability to perform the higher level duties, the continuing need for the higher level duties, and administrative approval. Promotion to the next grade level is not guaranteed and no promise of promotion is implied.

Male applicants born after December 31, 1959 must be registered with the Selective Service.

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

Measles and Rubella immunization required for selectees born after 1957

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible was issued for this announcement, for filling additional or similar positions.

How to Apply**How To Apply:**

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, read this entire vacancy announcement. While reading the announcement carefully, take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to [MYUSAJOBS](#) and edit your existing resume or create a new resume to highlight the skills and experiences you have that relate to THIS SPECIFIC VACANCY.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. Make sure you submit any supporting documentation after you have completed the on-line application process.

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps must apply online to this announcement.

a

href="http://www.ihs.gov/JobCareerDevelop/JobAtIHS/pdf/appinstructommcorpscand.pdf"target=newwin>

Application Instructions For PHS Commissioned Corps Candidates

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact MARGARET WITT, 503-326-2625. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Required Documents:

You must provide the required information during the on-line application process and fax all supporting documents to the fax number listed; if any of the following are missing when a request for qualified names is received or when the announcement closes we will deem your application incomplete:

1. Resume complete in HHS Careers
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION: Supporting documentation requested to complete the application process

1. Resume - to be entered during on-line application process
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS."
3. If claiming Veteran's Preference, include a 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 former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
6. PL 101-630 Indian Child Protection Addendum Form: this is designated as a Childcare position. [PL101-Child Care Positions form OF-306 Addendum is a required form.](#)
7. OF-306 Declaration for Federal Employment [OF306.doc is a required form](#)
8. Copy of a current, unrestricted nursing license

For additional information contact:
 Leslie Dye, Professional Recruiter
 Phone: 503-326-3288
 Email: leslie.dye@ihs.gov

Contact Information:

Jean Fassler
 Phone: 907-729-1341
 Fax: 907-729-1312
 TDD: 301-443-6394
 Email: jean.fassler@ihs.gov

Or write:
 Department of Health and Human Services - IHS
 Alaska Area Native Health Service, Human Resources
 Inuit Building, 4141 Ambassador Drive, Suite 300
 Anchorage, AK 99508
 Fax: 907-729-1312

What To Expect Next:

Once we receive your application we will evaluate it to determine qualification and ranking. When a request to fill a job is received, the most highly qualified candidates will be referred to the hiring manager for further consideration. If you are considered you will be notified of the outcome by e-mail.

Never miss a job opportunity again! As a registered user of USAJOBS, you can create up to five Job Search Agents. These agents automatically retrieve jobs matching your criteria and email the results to you at a time period you select. [target=newwin>Click here](#) and select *My Job Search Agents* for more information.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Please Note:

Veterans' preference does not apply to positions in the Senior Executive Service, and may not apply to other excepted service appointing authorities. If you have questions about the applicability of veterans' preference for a particular vacancy please contact the agency posting the announcement.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service after October 15, 1976, the veteran must have received a Campaign Badge, Expeditionary Medal, a service connected disability, or have served during the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, other than training, 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.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide 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 will need to 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](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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 subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

 CLOSE

 PRINT


Send Mail

Send Mail to:

Department of Health and Human Services - IHS
Alaska Area Native Health Service, Human Resources
Inuit Building, 4141 Ambassador Drive, Suite 300
Anchorage, AK 99508
Fax: 907-729-1312



Questions?

For questions about this job:

Jean Fassler
Phone: 907-729-1341
Fax: 907-729-1312
TDD: 301-443-6394
Email: jean.fassler@ihs.gov

USAJOBS Control Number: 1445868

