

DEPARTMENT OF HEALTH AND HUMAN SERVICES



**NAVAJO AREA
INDIAN HEALTH SERVICE**



THIS POSITION IS LOCATED IN A TOBACCO-FREE

<u>REANNOUNCEMENT</u>		<u>ENVIRONMENT</u>	<u>REANNOUNCEMENT</u>	
<u>VACANCY ANNOUNCEMENT</u>		<u>OPENING DATE</u>	<u>CLOSING DATE</u>	
GA-08-110-A		03-12-2009	OPEN UNTIL FILLED	

POSITION
Nurse Specialist

LOCATION AND DUTY STATION
Division of Clinical Services
Diabetes Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY
GS-610-11, \$66,054.00 per annum*

NUMBER OF VACANCIES
One (1) (MD 34 02)

*Special rate authorized under 5 USC 5305

This position is re-advertised to solicit additional applicants. Applicants who previously submitted an application need not re-apply, but any changes to his/her application should be made as soon as possible.

<u>APPOINTMENT</u>	<u>WORK SCHEDULE</u>	<u>AREA OF CONSIDERATION</u>
(X) Permanent	(X) Full Time	(X) IHS Wide

<u>SUPERVISORY/MANAGERIAL</u>	<u>PROMOTION POTENTIAL</u>
(X) No	(X) No Known Potential

<u>HOUSING</u>	<u>TRAVEL/MOVING</u>
(X) Private Housing Only	(X) May Be Paid For Eligible Employees

DUTIES: Provide nursing expertise and leadership in assessing, planning, implementing, and evaluating care provided to individuals with or at risk for Type 2 Diabetes Mellitus including podiatric care needs; diabetes in-service training, and consultation to service unit, tribal, area and IHS-wide health care professionals and paraprofessionals; community-based diabetes intervention and prevention programs including administration of same; case management and coordinated diabetes care. Work collaboratively with the appropriate clinics and clinical staff of GIMC and Tohatchi Health Center in order to provide timely diabetes care. Provide individual and group education as requested by team members on diabetes care (Provider-oriented), self-care and management (client-oriented), and diabetes prevention (community-oriented). Evaluate the psychosocial and cultural aspects of diabetes as a chronic disease and provides relevant care to individuals and groups. Perform clinical procedures when necessary administering medication(s), administering immunizations, taking vital signs, measuring height and weight, testing capillary blood glucose, and comprehensive diabetes foot exams. Provide services in an inpatient, outpatient, home or community setting. Work closely with other members of the Diabetes Team to maintain an accurate patient registry to follow up on patients that have not been seen within the past 12 months, and to follow up on patients who require intensive management. Work with the Public Health Nursing Departments on an on-going basis in developing and implementing

diabetes prevention programs including health fairs, diabetes screening, education activities and exercise programs. Procures/organizes, assesses, and develops cultural-appropriate and age-specific educational handouts for use by patients and healthcare providers. Develops case management guidelines in collaboration with the Diabetes Program staff and other departmental representatives; prioritizes the caseload and plans work accordingly. Assists with development and revision of policies and procedures relating to diabetes and participates in performance improvement activities (annual audit, JCAHO, etc.). Supervise staff on an as needed or assigned basis. Independently designs, develops, coordinates, implements, manages, supervises, evaluates, and reports on special projects. Performs other related 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 ALL 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.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional nursing experience equivalent to the GS-09 to qualify for GS-11.

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

POSITIVE EDUCATION REQUIREMENT: YES LICENSURE REQUIRED: YES

SELECTIVE PLACEMENT FACTOR: Certification as a Diabetes Educator (CDE) is desirable.

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade Requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-11 must have completed 52 weeks of service at the GS-09 level by the closing date of this announcement.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: IMMUNIZATION REQUIREMENT: - 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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series 610 for complete information. Substitution of education for experience will be made in accordance with those standards. **TO OBTAIN EDUCATIONAL**

CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS. For more complete information, contact your servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

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 entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

**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 and career-conditional (tenure group I or II) or be current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of 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 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 consideration 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 this 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. Knowledge of Nursing Theories, Principles, Practices and Techniques; the Nursing Process as it applies to Diabetes Care and Prevention.
2. Ability to identify, analyze and solve problems.
3. Ability to work independently, plan, organize work and set priorities and goals
4. Ability to counsel and teach.
5. Skill in interpersonal relations.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Gallup Indian Medical Center, Human Resources Office, P. O. Box 1337, Gallup, NM, 87305. **FOR MORE INFORMATION CONTACT:** Julia Nelson at 505-722-1412. **Electronic or telefaxed Resumes or Applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or Resume; or any other written application format**. **See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**
2. OF-306, Declaration for Federal Employment 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 information in your application. Responding "YES" to any one of these two questions 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.** This is a covered position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act";
3. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee.
6. Latest Performance Appraisal, if a current federal employee.
7. An Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

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 #8 (HIGH SCHOOL), #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. Highest Federal civilian grade held (give series and dates held);
6. High School - Name, City, State (zip code if known), and date of Diploma or GED.
7. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of degrees received (If no degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job, Title, Employer's Name and Address, Supervisor's Name and Phone Number, Description of Duties and Accomplishments, Starting and Ending dates (month/year), Average hours worked per week, and Salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, licenses or certification (current only), honors, awards, special accomplishments.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION: Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

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.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

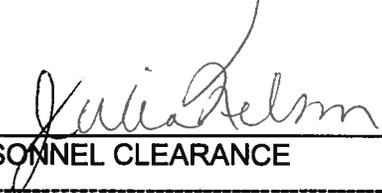
ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

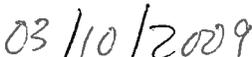
COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions. In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service 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 Systems.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY 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. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.


PERSONNEL CLEARANCE


DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **GA-08-110-A** . ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO 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. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS.

SUPPLEMENTAL QUESTIONNAIRE
NURSE SPECIALIST, GS-610-11

1. **KNOWLEDGE OF NURSING THEORIES, PRINCIPLES, PRACTICES AND TECHNIQUES; THE NURSING PROCESS AS IT APPLIES TO DIABETES CARE AND PREVENTION.** This is the knowledge of the nursing theories, principles and techniques, in order to provide care and consultation to patients with impaired glucose tolerance and Type 1 and 2 Diabetes Mellitus. This includes assessing a patient's condition, distinguishing between normal and abnormal test results, development, implementation or evaluation of nursing care plans, administration or clinical procedures, and diabetes case management. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO IDENTIFY, ANALYZE, AND SOLVE PROBLEMS.** This is the ability to identify, analyze data and solve problems. Incumbent recognizes changes in patient's condition; analyzes results of medical procedures or clinical interventions, develops or revises nursing care plan, consultation with physicians, assesses needs of patients and/or their families. 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 INDEPENDENTLY, PLAN, ORGANIZE WORK AND SET PRIORITIES AND GOALS.** This is the ability to work independently. The ability to plan and carry out assignments, establishing priorities, coordinating patient care with other departments, incumbent exercise independence and leadership in case management for patients wit or at risk for diabetes. This includes the ability to plan and organize work on one's own initiative, and seek information and assistance from sources outside the office, when necessary. 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 COUNSEL AND TEACH.** This is the ability to counsel, teach and motivate patients and their families to adopt health maintenance and disease prevention measures; provides individual or group patient education on diabetes care and prevention; provides technical instructions or guidance to other members of the Diabetes program or other allied healthcare providers. 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. SKILL IN INTERPERSONAL RELATIONS. The person in this position must be able to meet and deal effectively with a variety of individuals, groups, and/or organizations, in order to develop and disseminate information concerning Diabetes Program services, activities, projects, and/or diabetes care and prevention. What in your backgrounds shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

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 of Applicant (Sign in Ink)

Date