

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE

We will not accept faxed or e-mail applications  
Applications mailed using government postage or through an internal government  
mail system will not be considered.

Preference in filling vacancies is given to qualified Native American Indian candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, U.S. CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

WHO MAY APPLY: Your application will be included in the inventory of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills, and other preferences.

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 (ESEP) Candidates: Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees of reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

Commissioned Officers: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel office against the applicable Preston Standards or the Civil Service Standards

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. Disabled veterans with 30% or more disability are encouraged to apply.

Qualified disabled applicant (Rehabilitation Act of 1973) may apply; reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

**VACANCY ANNOUNCEMENT**  
**SR-09-ESEP-MPP-A**

**OPENING DATE**  
January 5, 2009

**CLOSING DATE**  
Open Continuous

**POSITION**  
NURSE

**GRADE/SALARY**  
GS-610-04 \*\$41,866 - \$47,501 per annum  
GS-610-05 \*\$45,947 - \$53,155 per annum  
GS-610-07 \*\$50,217 - \$60,261 per annum

\*SPECIAL SALARY RATES AUTHORIZED UNDER 5 USC 5305

Exceptional recruiting difficulty may result in payment of a Recruitment or Relocation Incentive up to 25% of base pay

**CLINICAL NURSE**

GS-610-09 \*\$54,599 - \$68,249 per annum  
GS-610-10 \*\$57,119 - \$70,646 per annum

**LOCATION AND DUTY STATION**

Northern Navajo Medical Center, Shiprock, New Mexico  
Dzilth-Na-O-Dith-Hle Health Center, Bloomfield, New Mexico  
Four Corners Regional Health Center, Red Mesa, Arizona

**TRAVEL/MOVING EXPENSE**

Relocation expenses will be paid in accordance with Federal Travel Regulations

**PROMOTION POTENTIAL**

Positions may be filled at one of the grade levels listed above, depending on location/specialty and type of appointment; some permanent positions have promotion potential to the GS-05, GS-07, GS-09 or GS-10 level.

**AREA OF CONSIDERATION**

Nation Wide

**GOVERNMENT HOUSING**

Northern Navajo Medical Center: Government Housing may be available  
Dzilth-Na-O-Dith-Hle Health Center: Government Housing is available  
Four Corners Regional Health Center: Government Housing is available.

DUTIES: Clinical nurses provide direct nursing services in the assessment, planning, implementation and evaluation of patient care in the hospital, clinic or other patient facilities. They work in a specialized clinical area, e.g., surgical ward, ambulatory care, emergency room, special/intensive care unit, obstetrics unit, neonatal unit, pediatric unit or operating room. Clinical Nurse must be able to function without supervision in certain specialized areas. Position may require working on a rotational basis during evenings, nights, weekends and holidays. Perform other duties as assigned.

*THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT*

**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. Must provide official Nursing transcripts.

**IN ADDITION TO MEETING THE BASIC REQUIREMENTS:**

<b>Grade</b>	<b>Education</b>	<b>and/or</b>	<b>Experience</b>
<b>GS-04:</b>	Completion of a program of less than 30 months duration or Associate degree	or	1 year of nursing experience as a military corpsman.
<b>GS-05:</b>	Completion of a program of less than 30 months duration or Associate degree. <b>OR</b> Completion of a program of at least 30 months duration or 4 Academic years above high school or a bachelor's degree.	and	1 year of professional nursing, or at least GS-4 level Practical nursing experience under the supervision of a professional nurse. None
<b>GS-07:</b>	Completion of a professional nursing program. <b>OR</b> 1 full year of graduate education or bachelor's degree with superior academic achievement	and	1 year of specialized experience equivalent to at least the GS-5 level. None
<b>GS-09:</b>	2 full years of progressively higher level graduate education or a master's degree.	or	1 year of specialized experience equivalent to at least the GS-7 level.
<b>GS-10:</b>	None		1 year of specialized experience equivalent to at least the GS-9 level

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, 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.

**SELECTIVE PLACEMENT FACTOR:** Applicants will be required to verify the posses a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-in-competitive appointment, time-in-grade (if applicable), and qualification requirements by date Candidate Referral is issued. Proof of U.S. citizenship is required for appointment to the IHS.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Excepted Service Examining Plan may be considered without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-04 level to qualify for the GS-05 level; 52 weeks of service at the GS-05 to qualify for the GS-07 level; 52 weeks of service at the GS-07 to qualify for the GS-09 level; 52 weeks of service at the GS-09 to qualify for the GS-10 level.

**CONDITIONS OF EMPLOYMENT:** Immunization Requirement-Upon employment, 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 or any Area Office position, which requires regular work at a Service Unit.

**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. 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.

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.

**Excepted Service Examining (ESEEP) Candidates:** Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees of reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standards or the Civil Service Standards, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the 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 include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit 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 of possession of the appropriate license.

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.

\*\*\*NOTE\*\*\* Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, 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 Servicing Human Resources Office.

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.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career Or career-conditional (tenure group I or II competitive services employee who has receive 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 of 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 of 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 our 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 current
    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 begin terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit 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.
  - 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 for which you have been separated. The position must not have a greater promotion potential that 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:

Nurse, GS-610-4/5/7:

1. Knowledge of basic patient assessment and intervention skills.
2. Ability to communicate orally and/or in writing.
3. Knowledge of appropriate pharmaceutical interventions.

Clinical Nurse, GS-610-9/10:

1. Knowledge of advanced nursing practice.
2. Ability to communicate orally and/or in writing.
3. Ability to provide leadership.
4. Knowledge of advance level of emergency interventions.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Northern Navajo Medical Center, Human Resources Branch, P.O. Box 160, Shiprock, New Mexico 87420-0160.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicants claiming Indian Preference, must submit a copy of an official Form BIA 4432 "Verification of Indian Preference for employment in the Bureau of Indian Affairs and the Indian Health Service", signed by the appropriate BIA Official. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

"Declaration for Federal Employment" (OF-306) and the addendum for Child Care & Indian Child Care Worker positions must be completed and submitted with an 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 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.

For more information contact: Gloria Redhorse-Charley, HR Specialist, 505/368-6095; E-mail: gloria.redhorse-charley@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would 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), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. 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); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. 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, Indian preference, education, training and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selection 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 geographical location.

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 IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: 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.

  
HUMAN RESOURCES CLEARANCE

January 02, 2009  
DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-ESEP-MPP-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 HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT

NURSE, GS-610-4/5/7

1. KNOWLEDGE OF BASIC PATIENT ASSESSMENT AND INTERVENTION SKILLS. This is the knowledge of the basic scope of nursing practices and skills. Includes the knowledge of basic nursing assessments using intervention skills while considering age specific criteria. Also includes the ability and knowledge to apply nursing intervention according to specific policies, procedures and standards of patient care. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING. This is the ability to abstract and document relevant patient data and conveys data to the patient care team to develop a plan of care while maintaining confidentiality. Includes the ability to comprehend a wide variety of oral and written information, to understand and process the information to function under the pressure of time, changing conditions and priorities. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. KNOWLEDGE OF APPROPRIATE PHARMACEUTICAL INTERVENTIONS. This is the knowledge of normal pharmaceutical dosage interventions and compatibilities with other treatments and existing plan of care. This includes the knowledge of and use of basic nursing practices and skills by applying pharmaceutical practices according to specific policies, procedures and standards of patient care. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

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Signature of Applicant

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Date

SUPPLEMENTAL QUALIFICATION STATEMENT  
CLINICAL NURSE, GS-610-9/10

1. KNOWLEDGE OF ADVANCED NURSING PRACTICE. This is the knowledge of the full scope of advanced nursing practices and skills. This includes the knowledge of advance assessments and nursing management of age specific patients with multiple system complications. Also included is the ability and knowledge to apply advanced nursing interventions within the specific nursing specialty area(s), according to specific policies, procedures and standards of patient care. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING. This is the ability to obtain and convey information related to patient care and for the purpose of assessing the nursing unit to establish priorities. This includes documenting and conveying medical procedures and standards of patient care by educating and counseling patients and families. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. ABILITY TO PROVIDE LEADERSHIP. This is the ability to lead and motivate a wide variety of employees including health care professionals and all support staff. Includes the ability to plan and implement change as well as respond to changes in processes, procedures and goals in a constructive manner to effect necessary modifications. The ability to function as a team member/leader and direct other team members and delegating appropriate task and duties is implied in this ability. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. KNOWLEDGE OF ADVANCE LEVEL OF EMERGENCY INTERVENTIONS. This is the knowledge of and ability to provide advance emergency measures through anticipation and intervention utilizing advanced nursing skills. Includes the knowledge of area specific advanced medication indications and therapies. Also included are the knowledge of and the ability to operate advanced medical equipment and its proper use and assist with invasive intervention. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

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Signature of Applicant

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Date