

OPENS: 05-11-2009 **CLOSES:** 05-15-2009

AREA OF CONSIDERATION: Limited to the Alaska Native Medical Center (ANMC) Anchorage, Alaska. The limitation is due to ceiling restrictions in accordance to IHS MPP-SEC., 7-2 4C.

TRAVEL: Relocation expenses **WILL NOT BE** paid for this position.

LOCATION: Alaska Native Medical Center, Anchorage, Alaska

NOTE: This is a **SMOKE FREE** Health Center. **HOUSING:** Government housing is not available.

SALARY: ***GS-11:** \$66,054 - \$80,913 per year plus 23% Cost of Living Allowance (COLA).

***COLA:** COLA is reviewed annually by Office of Personnel Management (OPM) and is subject to change.

DUTIES: This position is located in the Quality Resources Department of the Alaska Native Medical Center (ANMC) which is a 150 bed acute care hospital with an ambulatory visit workload exceeding 200,000 each year. ANMC provides specialty tertiary referral services to the Anchorage Service Unit and other health care facilities throughout the State of Alaska. The overall goals of the incumbent's work are to: facilitate the accomplishment of organizational objectives, encourage teamwork between the various components of ANMC's health care system and enhance overall efficiency and effectiveness. As such, the position requires specialized in-depth knowledge of the Nursing process, clinical systems, programs, and practices, and how these principles and practices relate to the unique characteristics and needs of the ANMC healthcare delivery system.

QUALIFICATIONS

Basic Requirements: 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. Applicants must also 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.

SPECIALIZED EXPERIENCE

OR

EDUCATION

GS-11 - 1 year equivalent to at least GS-11

2 full years of progressively higher level graduate education or a master's or equivalent degree

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 next lower grade level in the normal line of progression for the occupation in the organization. This is clinical nursing experience.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of education and experience are qualifying for which both education and experience are acceptable as stated in the Operating Manual for Qualification Standards for General Schedule positions.

PHYSICAL DEMANDS: Ability to tolerate high levels of stress. Must often move quickly to accomplish crisis intervention and crisis stabilization.

WORK ENVIRONMENT: Has office as "home base" but must be able to perform complex work in various stressful settings i.e., hospital units, emergency rooms, clinics and homes. Travels via commercial, charter or bush aircraft. A valid government driver's license may be required.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the degree to which their work experience, education, training, supervisory appraisal, awards, etc., give evidence that they possess the knowledge (K), skills (S), and abilities (A), described below. All applicants should provide clear, concise examples that show their level of accomplishment or degree to which they possess the KSAs. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of and experience in applying nursing principles and practices, clinical systems, and how these principles, practices and systems relate to the unique characteristics and needs of the ANMC healthcare system.
2. Knowledge of and experience in the mission and functions of the various organizational units with the ANMC or like facilities and how they interrelate in the delivery of health care.

3. Knowledge of and experience applying the regulations and standards of the Joint Commission on Accreditation of Healthcare Organizations at a level necessary to reconcile contradictory requirements, prepare staff recommendations and coordinate clinical and administrative reviews in preparation for accreditation surveys.

4. Ability to communicate both orally and in writing. Ability to listen well, write with clarity, and to speak effectively to small and large groups.

PROMOTION POTENTIAL: Position is at the full performance level. There is no promotion potential in this position.

IN ADDITION: There is no difference in Office of Personnel Management (OPM) and Excepted Service Standards.

NOTE: This is a covered position under the Indian Child Protection and Family Violence Prevention Act. (P.L. 101-630). The Act requires that Minimum Standards of Character be established to ensure that none of the individuals in these positions have been found guilty of, or entered a plea of nolo contendere or guilty to, any offenses under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons.

HOW-TO-APPLY:

Submit appropriate forms as described below. Applications must be received by close of business (4:30pm) on 5/15/09.

SEND APPLICATION via fax to (916) 930-3973

APPLICATION PROCEDURES:

Those desiring consideration must submit the following documents. Failure to submit any of the following required documents will eliminate candidates from consideration for this position. The required application documents must be received in the office specified at the top of the announcement no later than close of business (4:30 p.m.) on the closing date.

REQUIRED DOCUMENTS:

1. OF-612, Optional Application for Federal Employment; or a resume which must include information as defined in OPM Pamphlet, Applying for a Federal Job (OF 510). These forms may be downloaded from <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/>
2. OF-306, Declaration for Federal Employment, and the OF-306 Addendum. These forms may be downed from <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/>
3. A written response to each KSA identified. In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the ranking processing.
4. A copy of your most recent SF-50 (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a completed copy of BIA Form-4432, Verification of Indian Preference for Employment in the Bureau of Indian Affairs.
6. A copy of your college transcript and nursing registration

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

For further information, please contact:

Jeanne Taylor, 916 930-3981, X335

The facility where this position is located has been contracted to a Tribal organization under P.L. 93-638. This position can only be filled by a current permanent federal employee.
