DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
NAO-09-MPP/ESEP-B

OPENING DATE
01-01-09

CLOSING DATE
OPEN CONTINUOUS

POSITION
NURSE

GRADE AND 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

LOCATIONS AND DUTY STATIONS
Chinle Comprehensive Health Care Facility & Clinic, Chinle, Arizona
Crownpoint Comprehensive Health Care Facility, Crownpoint, New Mexico
Fort Defiance PHS Indian Hospital, Fort Defiance, Arizona
Gallup Indian Medical Center, Gallup, New Mexico
Kayenta PHS Indian Health Center, Kayenta, Arizona
Northern Navajo Medical Center, Shiprock, New Mexico

AREA OF CONSIDERATION: NATIONWIDE

NUMBER OF VACANCIES: Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Applicant Supply File for future referral when vacancies occur. Position may be permanent or temporary, full-time, part-time or intermittent (work only when called). SEE "How to Apply" for submission of 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.

PROMOTION POTENTIAL: Positions may be filled at one of the grade levels listed above. Depending on the location and type of appointment, some permanent positions have promotion potential to the GS-05, or GS-07.

TRAVEL/MOVING: RELOCATION EXPENSES WILL BE PAID FOR ELIGIBLE EMPLOYEES.

DUTIES: Provides direct nursing services in the assessment, planning, implementation and evaluation of patient care in the hospitals and health clinics. As a graduate nurse trainee, a trainee will perform professional duty that involves primarily routine nursing care and the development of knowledge and skills to support the basic preparation of professional nursing. Works under the supervision of a Head Nurse or, after orientation, may work under the supervision of the Supervisory Clinical Nurse or a charge nurse. Consults the team leader or head nurse on unusual problems, emergencies, and matters not covered in initial instructions. Position may require working on a rotational basis during evenings, nights, weekends and holidays. Perform 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 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. Candidates who meet the basic requirements qualify for the GS-04 grade level.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional nursing experience equivalent to the GS-04 or 52 weeks of experience as a practical nurse or nursing assistant under the supervision of a professional nurse to qualify for the GS-05; and 52 weeks of professional nursing experience equivalent to the GS-05 to qualify for the GS-07.

SELECTIVE PLACEMENT FACTOR: All applicants must have a current, valid, active, unrestricted license in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed at least 52 weeks of service at the GS-04 level to qualify for the GS-05 level; and 52 weeks of service at the GS-05 level to qualify for the GS-07.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by date certificate is issued.

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 for 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 IHS Excepted Service Qualification Standard, Series 610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office. TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BEFORE ENTRANCE ON DUTY.

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

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

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 eligibles 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 whether their application is submitted under the IHS Excepted 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, those with a 30% or more compensable service-connected disability).

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.

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

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", 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 that such documentation is contained in their Official Personnel Folder.

NOTE: "Declaration for Federal Employment" (OF-306) 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 the 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.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020: FOR MORE INFORMATION, CONTACT ANGELA SEGAY, HUMAN RESOURCES SPECIALIST AT 928/871-1421.

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Any 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.

***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. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
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.

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC MAIL.

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 preference determination, education, training, and/or experience.

ADDITIONAL SELECTION: 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 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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Angela Segay 12-31-08

HUMAN RESOURCES CLEARANCE DATE

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

SUPPLEMENTAL QUESTIONNAIRE
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. This includes the knowledge of basic nursing assessments using intervention skills while considering age specific criteria. Also includes the ability and knowledge to apply nursing interventions according to specific policies, procedures and standards of patient care. 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 ORALLY AND/OR IN WRITING. This is the ability to abstract and document relevant patient data and convey data to the patient care team to develop a plan of care while maintaining confidentiality. This includes the ability to comprehend a wide variety of oral and written information, and to understand and process the information to function under the pressure of time, changing conditions and priorities. What in your background shows that you possess this ability?

   What was the duration of these activities?

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

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. The person in this position should have the ability to work as a member of a team. What in your background shows you possess this ability?

   What was the duration of these activities?

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

CERTIFICATION

I CERTIFY that all of the statement made in the above questionnaire 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 Date