DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT	OPENING DATE	CLOSING DATE
NAO-09-MPP/ESEP-C	10/01/08	OPEN CONTINUOUS

POSITION

COMMUNITY HEALTH NURSE

GRADE/SALARY

GS-610-05, *$45,947 - $53,155 PER ANNUM
GS-610-07, *$50,217 - $60,261 PER ANNUM

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

Special Salary Rates Authorized 5 USC 5305

NUMBER OF VACANCIES: Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Competitor Inventory for future referral when vacancies occur. Positions may be permanent or temporary, full-time, part-time or intermittent (work only when called). See "HOW TO APPLY" for application process and 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 type of appointment and location, some permanent positions have promotion potential to the GS-07.

DUTIES: : The incumbent plans, conducts and evaluates a comprehensive community health nursing program and assists the community in planning and evaluating a local health delivery system. Conducts epidemiological and community surveys, field investigations and research studies to appraise health needs. Assesses, diagnoses needs and sets up a plan of action to meet these needs by providing health services to communities, families and individuals. Provides primary care for acute and chronic health problems. Teaches recognition of early symptoms of communicable disease and the importance of immunizations. Establishes and staffs immunization clinics as appropriate. Maintains records and reporting systems according to IHS, Area, and Service Unit policies for patients. Works with the Tribal, State and County Health Agencies, Tribal Health Board and other community organizations in planning health related activities. Performs 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: Applicant must have graduated from a baccalaureate (or higher) degree program in nursing which included the study of community health nursing concepts.

Applicants who meet the basic requirements qualify for the GS-05 grade level.

IN ADDITION TO THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional community health 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 State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-05 level to qualify for the GS-07 level.

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

CONDITION OF EMPLOYMENT: Immunization Requirements - 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.

REASONABLE ACCOMODATION: 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 Standards, Series GS-610 for complete information. Substitution of education for experience will be made in accordance with those standards. Please include official transcripts with your application to obtain educational credits. For more complete information, contact your servicing Human Resources Office.

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 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 Assistant Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received 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 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 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 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 selection 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.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest by submitting a resume. Commissioned Corps applicants will be evaluated by Human Resources 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 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 must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these 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.

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 (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs 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 the principles, concepts, theories and techniques of public/community health nursing
2. Knowledge of principles, theories, concepts and techniques of teaching and learning.
3. Ability to consult and negotiate.

4. Ability to identify, assess, analyze and evaluate data and information.
5. Ability to independently plan, coordinate and manage work and programs.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

NOTE: "Declaration for Federal Employment" (OF-306) and addendum to OF-306 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 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, except Commissioned Officers, must submit **one** of the following to the Navajo Region Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020. FOR MORE INFORMATION, CONTACT: Cecelia Yazzie, Human Resources Specialist at 928/871-1452.

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

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.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS**: Resumes or other application formats must contain all of the information listed as follows 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 **#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. Veterans' 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);
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 any Degrees received (if no Degree show Total Semester or Quarter Hours earned). Attach Transcripts.
9. 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 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.
12. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.

WE WILL NOT ACCEPT FAXED, E-MAILED OR ELECTRONIC RESUMES/APPLICATIONS

NOTE: Applicants 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, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: Additional or alternate 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.

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 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 REASON 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.

Cecelia Yazzie January 27, 2009

HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER: NAO-09-MPP/ESEP-C. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST 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.

SUPPLEMENTAL QUESTIONNAIRE
Community Health Nurse, GS-610-5/7

1. KNOWLEDGE OF THE PRINCIPLES, CONCEPTS THEORIES AND TECHNIQUES OF PUBLIC/COMMUNITY HEALTH NURSING. The work of this position requires a knowledge of the principles, concepts, theories and techniques or public/community health nursing including a knowledge of health care administration and planning; a knowledge of communicable disease, chronic disease, and epidemiology; a knowledge of emergency nursing and medical techniques; a knowledge of trans-cultural nursing; and a knowledge of family and child health, gerontology, women's health and hospice health. This position utilizes these areas of knowledge to plan, develop and implement a community health nursing program with goals, objectives and standards specific to the service area's physical and psychosocial needs; plans and provides nursing interventions for individuals; and recognize and initiate emergency nursing/medical interventions. 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. KNOWLEDGE OF THE PRINCIPLES, THEORIES, CONCEPTS AND TECHNIQUES OF TEACHING AND LEARNING. The work involved with this position requires a knowledge of the principles, concepts and techniques of teaching and learning including a knowledge to assess the learning needs of individuals, groups and the community at-large. This includes developing and implementing disease prevention and health maintenance programs. This involves teaching and instructing students, other health care professionals, and ancillary staff. Providing technical guidance and assistance to staff, by motivating and influencing individuals and groups to adopt health lifestyles. 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.)

3. ABILITY TO CONSULT AND NEGOTIATE. The person in this position must have the ability to communicate orally with a variety of people and in many different situations. This includes interpreting and coordinating community health nursing program goals and objectives with staff, community tribal officials. Consulting and collaborating with members of the community tribal officials, local (county and state) officials and health care professionals to obtain cooperation. A knowledge of crisis intervention, organizational dynamics, group dynamics, and conflict resolution is implied in this ability. What in your background show you possess this ability?

What was the duration of these activities?

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

4. ABILITY TO IDENTIFY, ASSESS, ANALYZE AND EVALUATE DATA AND INFORMATION. The person in this position should have the ability to identify, assess, analyze and evaluate data information in order to solve problems. This involves conduct epidemiological surveys and review health data resources. Using gather data and resources, plans, develops, implements, and evaluates a community health nursing program and policy and quality assurance plan. Setting priorities and goals for service area staff. 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. ABILITY TO INDEPENDENTLY PLAN, COORDINATE AND MANAGE WORK AND PROGRAMS. The person in this position must have the ability to independently plan, coordinate and manage work and programs to organize a variety of health maintenance programs for the community. This involves providing and maintaining quality health care by setting priorities, planning and managing work for subordinate staff. For the purpose of accomplishing IHS, Tribal and community health program goals and providing a comprehensive community health nursing program to the community. 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.)

CERTIFICATION

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 (Sign in ink) Date