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-Z	10/01/08	OPEN CONTINUOUS

POSITION	GRADE/SALARY
RESPIRATORY THERAPIST	GS-651-05, $30,772 - $40,005 PER ANNUM GS-651-06, $34,300 - $44,589 PER ANNUM GS-651-07, $38,117 - $49,553 PER ANNUM ** GS-651-08, $42,214 - $54,879 PER ANNUM

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

****Grade Applicable to Gallup and Shiprock ONLY**

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 the location, some permanent positions have promotion potential to the GS-06, GS-07 or GS-08.

DUTIES: Performs professional Respiratory/Inhalation therapy duties for the care of patients with a wide range of injuries and illnesses in various inpatient and outpatient departments. Independently provides emergency inhalation therapy treatments to critically ill and high-risk patients. Makes adjustment to machines providing mechanical ventilation to patients based on blood gas analysis and other ventilatory data. Advises physicians on changes in the patient's condition and corrective measures that can be taken. Sets up and operates positive pressure ventilators, pneumatic nebulizers and volume ventilators to administer complex inhalation therapy treatments to patients who are critically ill. Treatments include intermittent and positive pressure breathing, continuous ventilation oralpharyngeal insufflation by nasal catheter, endotracheal intubation, ultrasonic aerosol, infant incubator oxygen therapy, oxygen tent therapy, chest physiotherapy involving postural drainage and percussion and vibration. Performs external cardiac massage and pulmonary resuscitation on patients in cardiac arrest. Sets up, operates and monitors pulmonary function instruments and equipment. Performs blood gas analyses to determine acid base balance and partial pressures of gases in the blood. Calculates blood-inspired gas relationships from raw data on blood and gas analysis. Performs pulmonary function tests on patients whose conditions precludes full cooperation and assesses the accuracy of such test results. Calibrates and

maintains blood gas analyzer and blood gas supplies. Instructs nursing and physician staff on pulmonary function tests and on proper arterial puncture and blood gas analysis techniques. Provides inservice continuing education to the nursing and physician staff on the latest developments in respiratory therapy. Provides technical guidance to nursing personnel in order to maintain a high quality of service. Maintains records of patient care given and provides statistics for evaluation and audit. Maintains record of inservice and orientation of nursing personnel receiving such inservice. Assists with policies and procedures in accordance with standards of JCAHO. Provides technical assistance to lower graded therapists in the department. Assure proper care and maintenance of respirator therapy equipment and supplies. Assures uninterrupted supply of necessary equipment accessories and supplies. Performs other duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

QUALIFYING EXPERIENCE: Qualifying specialized experience must have demonstrated knowledge of basic equipment used in respiratory therapy and included duties such as:

- Making regular rounds on hospital nursing units to review or collect clinical data to insure that the respiratory equipment is operating properly and in compliance with physicians' orders.
- Transporting, setting up, or testing the operation of and changing simple oxygen administering devices, e.g., masks and nasal cannulas with cylinder or centralized medical gas system.
- Disassembling, cleaning, assembling, and sterilizing reusable respiratory equipment such as oxygen analyzers and regulators, including recognizing and reporting variations from expected results.

SPECIALIZED EXPERIENCE: Applicants must have 52 weeks of specialized experience equivalent to at least the GS-04 to qualify for the GS-05; 52 weeks of specialized experience equivalent to at least the GS-05 to qualify for the GS-06; 52 weeks of specialized experience equivalent to at least the GS-06 to qualify for the GS-07; and 52 weeks of specialized experience equivalent to at least the GS-07 to qualify for the GS-08.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the GS-05, successful completion of a full 4-year course of study leading to a bachelor's degree in respiratory therapy, and 1 full year of graduate education meets the requirements for GS-07.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed at least 52 weeks at the GS-04 level to qualify for the GS-05; 52 weeks at the GS-05 level to qualify for the GS-06 level; 52 weeks at the GS-06 level to qualify for the GS-07 level; and 52 weeks at the GS-07 level to qualify for the GS-08.

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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook, Series 651 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. IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.

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 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 expected 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 leas 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 and 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 requirement documentation, etc.)
6. Be rated well qualified 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. Ability to Provide Respiratory Therapy Services to Acute and Chronically Ill Patients.
2. Ability to Provide Respiratory Therapy Services Relative to Age Specific Needs.
3. Knowledge of Respiratory Equipment.
4. Knowledge of Human Anatomy and Physiology.
5. Ability to Communicate with Patients and Family Members.
6. Knowledge of Appropriate Medication Dosage According to Age Specific.
7. Ability to Maintain Detailed Records of all Therapies and Procedures..

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

NOTE: "Declaration for Federal Employment" (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 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.**

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: OR Cecelia Yazzie, Human Resources Specialist, at 928//871-1452.

1. OF-612, 0ptional 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.

All applicants claiming Indian Preference must submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS 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 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 AS FOLLOWS 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. 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 copy of Official 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.

TELEFAXED APPLICATIONS WILL NOT BE ACCEPTED.

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 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 SOLELY 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 7, 2009

HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-09-MPP/ESEP-Z 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
RESPIRATORY THERAPIST, GS-651-5/6/7/8

1. Ability to Provide Respiratory Therapy Services to Acute and Chronically Ill Patients. This is the ability to provide respiratory therapy services to patients with a wide range of illnesses. 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.)

2. Ability to Provide Respiratory Therapy Services Relative to Age Specific Needs. This is the ability to provide services and therapies to a wide range of patients (neonates to geriatrics). 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.)

3. Knowledge of Respiratory Equipment. This is the ability to independently set up ventilators with proper setting, make adjustments according to blood gas, resolve equipment failure, calibrate and operate respiratory and cardio-pulmonary equipment. What in your background shows you possess this knowledge?

   What was the duration of these activities?

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

4. Knowledge of Human Anatomy and Physiology. The person in this position should have the knowledge of anatomy and physiology as they pertain to the respiratory and circulatory systems of the human body in order to perform therapeutic and diagnostic procedures. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

5. Ability to Communicate with Patients and Family Members. This is the ability to establish and maintain proper communication to inform and reassure patients and family members. 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.)

6. Knowledge of Appropriate Medication Dosage According to Age Specific. This is the knowledge of respiratory pharmacology for acute and chronic patients with consideration to age specific. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

7. Ability to Maintain Detailed Records of all Therapies and Procedures. This is the ability to chart all required information while maintaining patient confidentiality. 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 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