



Department of Health and Human Services  
Public Health Service  
Indian Health Service

**VACANCY ANNOUNCEMENT**

**Announcement No: IHS-OCA-BAO-09-007**  
**Opening Date: January 1, 2009**  
**Closing Date: December 31, 2009 – Open Continuous**  
**Area of Consideration: Government Wide**  
**& Any qualified Indian Applicant**

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**INDIAN PREFERENCE POLICY:** The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, and Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

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**POSITION TITLE, SERIES, GRADE**

**Nurse/Clinical Nurse, GS-0610-4/5/7/9**

- No promotion potential beyond GS-9

**SALARY RANGE:**

- GS-4 \$41,866 - \$47,501
- GS-5 \$45,947 - \$53,155
- GS-7 \$50,217 - \$60,261
- GS-9 \$54,599 - \$66,884

May be adjusted for present/former employees

**OFFICE LOCATION:**

Bemidji Area IHS facilities

- **Cass Lake Hospital, Cass Lake, MN**
- **Red Lake Hospital, Red Lake, MN**
- **White Earth Clinic, Ogema, MN**

**Number of Vacancies: Position to be filled as vacancy occurs.**

This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary or term.

Your application will be included in the file 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 or job preference.

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

These positions are also being filled through Office of Personnel Management's Government-Wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's Preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

**POSITION INFORMATION:**

- Positions may be permanent, temporary, term, full-time, part-time or intermittent.
- Promotion potential: Positions may be filled at one of the grade levels listed above. Depending on location, some permanent positions may have promotion potential to GS-5/7/9 level.
- Incumbents of these positions are Subject to on-call, call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled

The Indian Health Service may or may not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment. Payment of relocation expenses will be determined on a case by case basis IN ACCORDANCE WITH THE Federal travel regulations.

**BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Under the supervision of a supervisory nurse, the incumbent assesses patient care needs through analysis of data gained through interviews with patient and/or family, objective findings review of health record and consultation with physician and other staff members. Incumbent recognizes the difference between the dependent and independent nursing activities and practices. Plans nursing action based on assessment and develops written nursing care plan for patients. Administers therapeutic measures as prescribed by the physician such as medication, treatments, intravenous fluids, naso-gastric suction, irrigation, etc. Sets up, operates and monitors specialized equipment such as cardiac monitors, defibrillators, etc. Evaluates nursing care based on established standards and criteria and participated in the implementation of the quality assurance plan. Provides age appropriate nursing care for neonates, infants, children, adolescents, adults and geriatrics. May assume responsibility for unit and/or facility management. Makes sound nursing judgments and clinical assignments. Communicates appropriate information of the health care team verbally and in writing such as care plans, nursing services reports, patient records, etc. Maintains confidentiality of health care information.

For GS-4 through GS-7, the incumbent will work under close supervision to gain confidence, skills and knowledge required by the next higher grade level. Incumbent will gradually receive more complex assignments and to work with greater independence until the level of performance described in the target position is achieved.

Your application will be included in the file 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 or job preferences. Please review the vacancy announcement for details on how to submit an application.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans 30% more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service

This position is subject to provision of the Interagency career Transition Assistance Plan Program (ICTAP) and career Transition Assistant Program (CTAP).

**CONDITIONS OF EMPLOYMENT:**

- Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
- Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
- Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
- Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
- Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
- Some service units operate under extended service hours 7 days per week.
- The incumbent may be required to travel and must possess a valid driver's license.
- Board eligible or board certified in your specialty

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**COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT:**

**BASIC REQUIREMENTS:**

Licensure Requirement: Applicants must 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.

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. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	AND/OR	EXPERIENCE
<b>GS-4</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-5</b>	Completion of a program of less than 30 months' duration or associate degree	and	1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse
	or Completion of a program of at least 30 months' duration or 4 academic years above high school or bachelor's degree		None
<b>GS-7</b>	Completion of a professional nursing program	and	1 year of experience equivalent to at least the GS-5 level
	or 1 full year of graduate education or bachelor's degree with superior academic achievement		None
<b>GS-9</b>	2 full years of progressively higher level graduate education or a master's or equivalent degree	or	1 year of experience equivalent to at least the GS-7 level

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

*Evaluation of Education:* At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience. Applicants for Community Health Nurse Positions at GS-5 and above must have graduated from a baccalaureate or higher degree nursing program.

Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. Applicants for nurse anesthetist positions at GS-9 and above must have graduated from a course of study for nurses in anesthesia of at least 18 month's duration that was accredited by the American Association of Nurse Anesthetists for the year of their graduation. Applicants for nurse midwife positions must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

*Evaluation of Experience:* Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-9 and above, many positions require experience in a specialty area of nursing.

### **TIME-IN-GRADE REQUIREMENTS:**

Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

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### **EVALUATION METHOD:**

Evaluation is made on the basis of appropriate education, experience, performance, appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below.

All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs, and submit their answers and responses as a separate attachment. The information provided will be used to determine the best qualified candidates. **Failure to respond to the KSA questions may result in loss of consideration.**

Please address the following **Knowledge, Skills, and Abilities (KSAs)**.

1. Knowledge of nursing care principles, practices and procedures required to assess nursing needs of assigned patients.
2. Knowledge and ability necessary to provide care appropriate to the age of patients served.
3. Ability to develop or participate in developing a nursing plan to meet the needs of assigned patients.
4. Ability to recognize adverse signs and symptoms and to react swiftly in an emergency situation.
5. Skill in operating specialized medical equipment.

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**WHERE TO APPLY:**

**Indian Health Service  
Bemidji Area Human Resources  
522 Minnesota Avenue  
Bemidji, MN 56601**

- A copy of this announcement may be obtained by calling **Tony Buckanaga** (281) 444-0486. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or **IHS Website**, [www.ihs.gov](http://www.ihs.gov).
- For additional information, contact the Division of Human Resources at (218) 444-0473.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

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**OTHER IMPORTANT INFORMATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

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Signature of Applicant

**THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER**

## HOW TO APPLY

Choose one of the following forms to apply for this job.  
Please submit one application or resume for each different job.

**Optional Application for Federal Employment**  
(Form number OF-612)

**Resume or Other written application format with information requested below.**

\*\*\*If your resume or application does not provide all the information we request, you may lose consideration for a job. 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.

Your resume or other application format **MUST** contain the following information:

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying

**PERSONAL INFORMATION**

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),  
Social Security Number  
Country of citizenship

**EDUCATION**

High School (name, city, and state) and date of diploma or GED  
College and/or universities (name, city, and state, major, type and year of degrees received)  
Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

**WORK EXPERIENCE**

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade & submit SF-50**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

**OTHER QUALIFICATIONS**

*Give dates but do not send documents unless requested:*

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**KSA Ranking Factors (see vacancy announcement)**

Submit the following documents along with your chosen application format if you are in one of the following categories:

<p><b>COMMISSIONED OFFICER</b></p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p>	<p><b>INDIAN PREFERENCE</b></p> <p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p><b>VETERAN PREFERENCE</b></p> <p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p>	<p><b>FEDERAL EMPLOYEE</b> (Current, former, or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</p>
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**GENERAL INSTRUCTIONS**

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or position(s) for which you are applying:**

**B. Year of Birth:** □□□□

**C. For Agency Use:**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

- HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- NOT HISPANIC or LATINO

**F. Race (select one or more)**

- AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

- Male
- Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- |  |  |
|--|--|
| <input type="checkbox"/> I do not have a disability                                    | <input type="checkbox"/> Convulsive disorder                     |
| <input type="checkbox"/> Deaf  | <input type="checkbox"/> Mental retardation                      |
| <input type="checkbox"/> Blind   | <input type="checkbox"/> Mental or emotional illness             |
| <input type="checkbox"/> Missing extremities   | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis   |  |
| <input type="checkbox"/> Complete paralysis  |  |
| <input type="checkbox"/> I have a disability, but it is not listed ( <i>specify</i> ): |  |

**PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT**

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201.  **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information is this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt.  **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information.  **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.