



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

VACANCY ANNOUNCEMENT

Announcement No: IHS-OCA-BAO-09-018

Opening Date: 01-01-09

Closing Date: 12-31-09

Open Continuous- MPP-ESEP

**Area of Consideration: Local Commuting Area Only
And Any Qualified Indian Candidates**

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, 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.

POSITION TITLE, SERIES, GRADE:

Nursing Assistant, GS-0621-03

Nursing Assistant, GS-0621-04

OFFICE LOCATION:

Bemidji Area IHS facilities

- Cass Lake Indian Health Service, Cass Lake, MN.
- Red Lake Indian Health Service, Red Lake, MN.
- White Earth Indian Health Service, Ogema, MN

SALARY RANGE:

GS-03: \$24,499 to \$31,847

GS-04: \$27,504 to \$35,753

(May be adjusted on Present/Former Federal employees)

Area of Consideration: Local Commuting Area Only

Number of Vacancies: Positions to be filled as vacancies occur. 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; 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 preferences.

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

We may hire at any of the grades or locations shown in this announcement. You are required to indicate on your application the grade level(s), salary, and location for which you wish to be considered.

CONDITIONS OF EMPLOYMENT:

- Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent (work only when called upon) work schedule.
- Promotional Potential: GS-4
- Incumbents of these positions are subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- Travel and relocation expenses will not be paid. (Employees who wish to relocate to the local commuting area for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.)
- **All supporting documents (SF-50, KSA, etc.) must be received to complete your application package and to receive consideration. All applicants must address/submit KSA's in order to be considered**

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES: This position is located in various units in Indian Health Service facilities located in the Bemidji Area. Duties include, but are not limited to providing age specific basic nursing care to all categories of patients in accordance with education and experience under professional supervision; serving as a member of the nursing team in providing personal care to patients from admission through discharge. The incumbent performs other duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: Basic Requirements.

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:

Group Coverage Qualifications Standards for **Technical and Medical Support Positions:**

<http://www.opm.gov/qualifications/standards/group-stds/gs-tech.asp>

GS-621, **Nursing Assistant Series** (Individual Occupational Requirement):

<http://www.opm.gov/qualifications/standards/IORs/gs0600/0621.HTM>

Grade	Experience			Education
GS-03	General 6 months	Specialized None	or	1 year above high school with course(s) related to the occupation, if required
GS-04	6 months	6 months	or	Successful completion of a 2-year degree program in an accredited community college, junior college, or college or university in practical nursing or in a field of study appropriate to the specialization of the position, such as education in a program for a psychology, psychiatric, or operating room technician.

1 yr total exp required for GS-4
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

General Experience: Is any type of work, which demonstrates the applicant's ability to perform nursing care duties, or experience that, provided a familiarity with nursing care responsibilities.

Specialized Experience for GS-4:

Qualifying specialized includes nonprofessional nursing care work in a hospital, outpatient clinic, nursing home, or other medical, nursing, or patient care facility, or in such work as that of a home health aid performing duties such as:

- Providing personal nursing care such as pre-and post-operative care.
- Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.
- Caring for mentally ill patients, including observing, recording, and reporting changes in their behavior and providing reassurance and encouragement.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.

Education: Copies of your official college transcripts must be provided if you substitute education for experience.

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.

You must meet the requirements of the position by the panel issuance/roster issuance date to be considered for this position.

EVALUATION METHOD: Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA(s). The information provided will be used to determine the **Best Qualified** candidates.

Responding to KSA's is REQUIRED and each KSA must be answered and a separate response must be made for each question.

Nursing Assistant, GS-0621-03:

1. Ability to carry out patient care procedures under professional direction.

Additional KSA's for Nursing Assistant GS-621-04:

2. Skill in the application of clean and aseptic techniques, i.e., dressings, catheterization, isolation, infection control.
3. Knowledge of medical terminology and skill in entering information into a patient's chart following prescribed charting techniques.
4. Knowledge and skill sufficient to apply basic nursing care to all categories of patients in accordance with education and experience under professional supervision.

WHO MAY APPLY:

Merit Promotion Candidates (MPP): Applications will be accepted from applications who are status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service <http://www.usajobs.opm.gov/ei2.asp>) and from current permanent IHS employees in the Excepted Service.

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 eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

Veterans' Preference: If you have served on active duty in the U.S. Armed Forces and were separated under honorable conditions you may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990 and January 2, 1992 or for more that 180 consecutive days, any part of which occurred during the period beginning September 11,2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

To claim veterans' preference, veterans must submit a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more specifics on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) .

The Veterans Employment Opportunity Act (VEOA): Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 year or more of continuous active service may apply for **permanent** positions as an MPP candidate, however veterans' preference is not a factor in these appointments.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

HOW TO APPLY

We may hire at any of the grades or locations shown in this announcement. You are required to indicate on your application the grade level(s), salary, and location for which you wish to be considered.

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
 2. **A written response to each KSA.** 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 evaluation and ranking processing.
 3. Selective Placement Factor, if applicable
- **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (if applicable)

4. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
5. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
6. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference MUST submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
7. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
8. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
9. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

- 1) **You may submit your application by U.S. Mail or other commercial carrier.**
Applications may be mailed to the following address:

Indian Health Service, Bemidji Area Office
Attn: Human Resources
522 Minnesota Avenue NW
Bemidji, MN 56601

Note: Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

- 2) **You may submit your application in person.**
If you wish to submit an application in person, please bring your application to:

Indian Health Service, Bemidji Area Office
522 Minnesota Avenue NW Rm. 116
Bemidji, MN, 56601

- 3) **You may submit your application by email.**
If you wish to submit your application by email, you may send it to the following email address:

BEMHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS**, <http://www.usajobs.gov> or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will not be accepted. However, you may submit supporting material by Fax.

All applications along with all supporting documents must be received by 5:00 pm Central Standard Time (CST) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date (218) 444-0473.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact the Bemidji Area Office, Division of Human Resources at (218) 444-0473.
- **Reasonable Accommodation for Disabled Applicants:** 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 Division of Human Resources at (218) 444-0473. The decision on granting reasonable accommodation will be on a case-by-case basis.
- **TTY NUMBER IS 301.443.6394**
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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 IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER