

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Phoenix Area Indian Health Service

Office of Human Resources, Two Renaissance Square

40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In order than the above, the Indian Health Service is an Equal Opportunity Employer.*

**REANNOUNCED TO SOLICIT ADDITIONAL APPLICATION, IF YOU PREVIOUSLY APPLIED, YOU DO NOT NEED TO SUBMIT ANOTHER APPLICATION UNLESS YOU ARE UPDATING YOUR INFORMATION.**

**\*\*AMENDMENT\*\* TO EXTEND THE CLOSING DATE AND HAVE SCREEN-OUT DATES AS FOLLOWS: 1<sup>ST</sup> SCREEN-OUT DATE: February 15, 2009 and every thirty days thereafter until the closing date; (March 15, 2009, April 15, 2009, May 15, 2009, June 12, 2009).**

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| <b>ANNOUNCEMENT NUMBER:</b> | <b>OPENING DATE:</b> | <b>CLOSING DATE:</b> |
| SWR-09-0038-02              | 10-30-2008           | 06-30-2009           |

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**POSITION TITLE/SERIES/GRADE:** Medical Officer (Psychiatry) – GS-602-15

**STARTING SALARY:** \$150,000.00 TO \$175,000.00  
Special Salary under Title 38

**PROMOTION POTENTIAL:** NO

**SUPERVISORY/MANAGERIAL:** NO

**RELOCATION EXPENSES:** Will be paid in accordance with Federal Travel Regulations

**RECRUITMENT INCENTIVES:** All board eligible or board certified Medical Officer positions located in the Phoenix Area Indian Health Service are now covered under the following Title 38 Special Pay provisions:

| <u>Years of Experience (post MD/DO) Primary Care Specialites ONLY</u><br>(This pay table is for positions located outside the Phoenix Metro Area) | <u>Annual Salary</u> |
|---|----------------------|
| 0-3 (board Eligible)  | \$150,000            |
| 0-3 (board certified)   | \$155,000            |
| Over 3 and up to 6 (board eligible)   | \$160,000            |
| Over 3 and up to 6 (board certified)  | \$165,000            |
| Over 6 and up to 9 (board eligible)   | \$165,000            |
| Over 6 and up to 9 (board certified)  | \$170,000            |
| Over 9 (board eligible)   | \$170,000            |
| Over 9 (board certified)  | \$175,000            |

\*\* Other recruitment incentives may include recruitment or relocation bonus up to \$10,000.00 or more of base salary and Supplemental or National Student Loan Repayment incentives

**APPOINTMENT/WORK SCHEDULE:** Permanent, Full-Time

**AREA OF CONSIDERATION:** Government Wide

**DUTY LOCATIONS:** Mental Health Department, Clinical Department, Whiteriver Service Unit, Whiteriver, Arizona

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**JOB DESCRIPTION:** This position is located at the Whiteriver Service Unit. This is a 40-bed hospital serving as the community hospital for approximately 15,000 Native American beneficiaries, predominantly the White Mountain Apache Tribe. The purpose of this position is to function as the staff Psychiatrist, responsible for psychiatric aspects of the mental health program. This position will cover all area of inpatient, outpatient, and emergency psychiatric services, and consultations to school and community agencies and

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other hospitals in the area.

**WHO MAY APPLY:** All Sources. Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- PHS Commissioned Corps Officers – Current active or inactive Commissioned Officers may apply.
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.**

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or 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.

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**CONDITIONS OF EMPLOYMENT:**

1. 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.
2. 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.
3. 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.
4. 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.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver’s license.
8. Unrestricted Medical License
9. Board eligible or board certified in your specialty.

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**QUALIFICATION REQUIREMENTS:**

**Licensure Required:** Must have a permanent, current full and unrestricted license to practice medicine in a state, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education.

**Basic Requirements:**

*Degree:* Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country.

*Graduate Training:* Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. (This 1 year of supervised experience may be waived for research or administrative positions not requiring direct patient care.) For purposes of this standard, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the *Directory of Residency Training Programs* and the *Yearbook and Directory of Osteopathic Physicians*.

- *An internship program* involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).

- *A residency program* involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- *A fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

*Licensure:* For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty, or (b) meet one of the following provisions:

- *Waiver of Licensure Requirement:* An agency may waive the licensure requirement for positions not involving direct patient care, e.g., positions performing disability evaluations, positions performing solely research, or administrative program managers. If the agency does not waive the license requirement for these kinds of positions, candidates may be appointed subject to obtaining a license within 1 year.
- *Appointments Pending Meeting Licensure Requirement:* Individual circumstances may warrant appointments pending meeting the licensure requirement (e.g., when a candidate has a temporary license to practice until the next regular session of the licensing board). Persons appointed pending licensure may not be retained beyond 1 year of appointment if they do not obtain the license.

#### **Additional Requirements for Grades GS-12 and Above:**

The requirements below are grouped according to types of programs-clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

- *Clinical and Training Programs-*Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

#### **Specialist positions**

- *For GS-13--*3 years of residency training in the specialty of the position to be filled or equivalent experience and training.
- *For GS-14--*4 years of residency training in the specialty of the position to be filled or equivalent experience and training.
- *For GS-15--*5 years of residency training in the specialty of the position to be filled or equivalent experience and training.

*Interviews:* Applicants may be interviewed to assure that they possess the degree of skill in interpersonal relationships required for satisfactory performance of the duties of the position to be filled.

*Substitution of Experience for Residency Training:* Experience may not be substituted for residency training that is essential for the performance of specialized duties. For example, specialists such as psychiatrists and surgeons must complete the number of years of accredited residency training required in their respective specialties. An exception may be made when a peer panel of physicians (subject-matter experts) determines and documents that the knowledge, skills, and abilities acquired in professional medical practice are equivalent to those acquired during the same period of time in a graduate training program.

Selective placement factor: None

*Specialized Experience:* Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Examples of specialized experience: Direct patient activities that is directly related to your specialized training and residency training.

**\*\*Transcripts must be provided if you substitute education for experience.**

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**TIME IN GRADE:** Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

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**LEGAL AND REGULATORY REQUIRMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and

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qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

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**METHODS OF EVALUATION:** 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. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's).

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

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**SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA):** On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

**KSA's for Medical Officer (Psychiatry), GS-602-15:**

1. Ability to provide the full range of Psychiatric treatment services for both inpatients and outpatients, and for both children and adults.
  2. Knowledge of the planning and implementation of comprehensive and continuing mental health programs and projects.
  3. Ability to provide appropriate patient care data and workload data as may be require by accrediting bodies such as JCAHO.
  4. Ability to work in a collegial fashion with other disciplines such as social worker, substance abuse counseling, psychiatry and family practice to provide a multi-disciplinary approach to patient care.
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**HOW TO APPLY/REQUIRED FORMS:**

1. Applicants may use on the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (see requirements in **Attachment A**).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or formal employee, and/or if requesting Reinstatement Eligibility.
5. Copy of the most recent performance appraisal, if a current Federal employee.
6. Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.
7. Copy of current unrestricted Medical License if applicable.
8. Completed PL 101-630 Questionnaire (**form attached**)
9. Completed Selective Service Registration Form (**form attached**)
10. Written Responses to the Knowledge, Skills, and Abilities (KSA)  
(**OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score).
11. Commissioned Corps Officer: (1) latest COER, and (2) Current Billet Description, and  
(3) BIA FORM 4432 if claiming Indian Preference.

**Application and required forms must be identified by this announcement number and submitted to the address below:**

**Southwest Region - Office of Human Resources  
Attn: Debbie Harvey, HRS (SWR-09-0038)  
Whiteriver Indian Health Service  
P.O. Box 860  
200 West Hospital Drive  
Whiteriver, Arizona 85941**

**Phone:** (928) 338-3558  
**Fax:** (928) 338-3534

Faxed applications will be accepted up to 11:59 pm, Arizona Time, of the closing date of this announcement. Mailed or hand carried applications must be received by 5:00 pm on the closing date of this announcement. It is responsibility to assure that your application package is complete. This office is not responsible for incomplete transmissions.

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at [www.opm.gov](http://www.opm.gov), or at USAJOBS [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or check the IHS Website at [www.ihs.gov](http://www.ihs.gov). All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

**Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.**

Human Resource Specialist: (Call 928-338-3561 to contact a Human Resources Specialist) Date: 10-29-2008

***IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"***

## ATTACHMENT A

**Resume Requirements** - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
  - Job Title (if Federal employment, indicate series and grade)
  - Duties and Accomplishments
  - Employer's name and Address
  - Employer's name and phone number
  - Starting and ending dates of employment (month/year)
  - Hours of work per week
  - Salary
  - Indicate if you do not want us to contact your current supervisor  
(if not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

## ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
  - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
  - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
  - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

## **APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS**

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If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive agencies of the Federal Government.

### **CERTIFICATION OF REGISTRATION STATUS**

Check one:

- I certify I am registered with the Selective Service System.
- I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.
- I certify I have not registered with the Selective Service System.
- I certify I have not reached my 18<sup>th</sup> birthday and understand I am required by law to register at that time.

### **NON-REGISTRANTS UNDER AGE 26**

If you are under age 26 and have not registered as required, you should register promptly at a United States Post Office or consular office if you are outside the United States.

### **NON-REGISTRANTS AGE 26 OR OVER**

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision through the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register was neither knowing nor willful.

### **PRIVACY ACT STATEMENT**

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C. 3328, failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

### **FALSE STATEMENT NOTIFICATION**

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment (Section 1001 of title 18, United States Code).

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Legal signature of individual {please use ink}

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Date signed {please use ink}

