MERIT PROMOTION
VACANCY ANNOUNCEMENT

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
March 16, 2009

POSITION: Senior COSTEP | **LOCATION: Various Locations throughout the Aberdeen Area**

GRADE: 0-1 | **VACANCY NUMBER: NP-09-0016-COSTEP**

OPENING DATE: MARCH 17, 2009 | **CLOSING DATE: OPEN UNTIL FILLED**

Applications and related documents must be received at the above address. For information contact **TROY BAD MOCCASIN** at **(605) 226-7217; DORIS BYINGTON** at **(605) 226-7399;** or **DENISE KESTER** at **(605) 226-7209.** All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to **(605) 226-7668**, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.
E-MAIL TO: Shanda.rieker@ihs.gov or Sheryl.miller@ihs.gov

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

* All applicants are required to complete the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" and form to determine eligibility for federal employment. **Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer "Yes" to either of the two questions.**

Applicants may be non-competitively assigned to a vacant position within their specialty upon successfully completing their education. **Nurse COSTEPS: Evidence of current licensure is required for appointment. Applicants whoa re new nurse graduates within the last 12 months, PHS scholarship recipients, COSTEPS, or others with obligated service, who are not licensed may be appointed to the Reserve Corps for a limited tour of duty at the Junior assistant pay grade not to exceed one (1) year or the duration of the obligation, whichever is greater. Evidence of licensure is required for removal of the limitation and for retention in the Corps beyond one (1) year or completion of the obligated service.**

This announcement covers all COSTEPS in all categories.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

DESCRIPTION OF PROGRAM: Senior COSTEP is established to attract qualified students in accredited programs leading to a commissionable degree to careers in PHS. Through this program, students may be appointed and placed on active duty as commissioned officers in the reserve corps during their senior (last) year of study. Students receive full pay and allowances as Ensigns (pay grade O-1)

ELIGIBILITY:

1. To be eligible for appointment to Senior COSTEP, an applicant must:
    a. Be a citizen of the United States;
    b. Meet the medical standards prescribed for appointment to active duty as a career officer;
    c. Meet the age requirements and other appointment standards;
    d. Be enrolled in good standing in a school in his/her professional discipline; be eligible to enroll in the senior (last) year of such school; and begin formal studies required as part of the curriculum for the senior (last) year on the date of entry on active duty;
    e. Agree, in writing, to serve on active duty as a commissioned officer with PHS for twice the period of training sponsored by PHS as stated form PHS-6371.
    f. Be free of any obligation or commitment that would conflict with extended active duty as a commissioned officer in PHS, such as Reserve Officers' Training Corps or any other military reserve program, or other educational financial assistance (stipend or scholarship), public or private whose terms could result in a conflict.

APPOINTMENT:

1. The selectee will be called to active duty by official personnel orders issued by the Division of Commissioned Personnel. He/she will be called to "active duty for "Training" effective the first day on which formal studies begins for the senior (last) year.
2. Appointment is as an Ensign (pay grade O-1) in the reserve corps with full pay and allowances for this grade.
3. All Senior COSTEP officers will be placed on limited tours of active duty to include the projected period of obligated service.
4. Two (2) separate personnel orders will be issued. The initial personnel order (form PHS 1662) will specify the field of training, the location of the training facility (complete address), the date upon which the training will commence, name and commercial phone number of the preceptor, and the local mailing address for the Senior COSTEP officer. The 2nd personnel order (form PHS 1662) must include a training end date.
5. Senior COSTEP officers cannot be called to active duty on a weekend or a Holiday or the 31st of the month.
6. Senior COSTEP participants who are selected and chose to accept an appointment in the Senior COSTEP program will be required to end their Junior COSTEP tour in one month and be appointed as a Senior COSTEP earlier than the following month.
7. Applicants must meet qualifications requirements for the "pay back" assignment.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401**. ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

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APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES: Applicants should submit the following

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.
2. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.
3. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form (see attachment).**

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of unsuitability for Federal employment.

*****If position is RE-ANNOUNCED, Please call the Division of Human Resources as to the status of application.**

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name:_____ **Social Security Number: _____**

(Please print)

Job Title in Announcement: _____ **Announcement Number: _____**

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? *YES_____ NO_____*

[*If **YES**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.****]***

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *YES_____ NO_____*

[*If **YES**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.****]***

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to $2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

_____ _____

Applicant's Signature (sign in ink) **Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), 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 currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twin brook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

FORM APPROVED: O.M.B. NO. 0917-0028 Expires 02/28/2009