

**MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

ROSEBUD COMPREHENSIVE HEALTH CARE FACILITY  
HUMAN RESOURCE DEPARTMENT  
BOX 400, SOLDIER CREEK ROAD  
ROSEBUD, SD 57570

ROSEBUD INDIAN HEALTH SERVICE IS A SMOKE FREE ENVIRONMENT

February 20, 2009

**POSITION:** Supervisory Community Health Nurse  
**# OF POSITIONS:** 1 (RB5301)

**LOCATION:** Rosebud Service Unit  
Public Health Nursing Department  
Rosebud, SD

**BEGINNING SALARY:** GS-0610-11 \$66,054.00 - \$80,913.00 per annum  
GS-0610-12 \$77,194.00 - \$95,005.00 per annum

**VACANCY NUMBER:** NP-09-0006-RB-MPP

**OPENING DATE:** April 15, 2009

**CLOSING DATE:** Open Until Filled (OTF)

Applications and related documents must be received at the above address postmarked by the issuance date of the selection roster. For information contact Michelle Zephier, Human Resource Specialist at (605) 747-2231, EXT: 3229. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to: (605) 747-2216, (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: [michelle.zephier@ihs.gov](mailto:michelle.zephier@ihs.gov)

**APPOINTMENT:**

Permanent  
 Temporary Not-To-Exceed \_\_\_\_\_  
 Term

**WORK SCHEDULE:**

Full-Time  
 Part-Time  
 Intermittent  
 Subject to Rotating Shifts

**AREA OF CONSIDERATION:**

IHS Wide  
 DHHS Wide

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

**CONDITIONS OF EMPLOYMENT:**

ON-CALL  YES  NO \*call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

**\*\* 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 "Declaration for Federal Employment (OF-306)" forms 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.**

**"Employment is contingent on a cleared suitable Background Investigation for the level required for your position."**

**\* Must provide AVERAGE HOURS WORKED PER WEEK on application.**

\* NOTE: Applicants must provide work experience (paid/non-paid) – Job Title (include series and if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each). Employers name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending) on application.

\* Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran preference determination, Indian Preference, education, training and/or experience.

\* Additional or alternate selection may be made within 90 days of the date the selection roster was issued if the position becomes vacant or to fill an identical position.

**PROMOTION POTENTIAL:**  NO  YES

**SUPERVISORY/MANAGERIAL:**  NO  YES

\*May require one-year probation depending on the position

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES WITHIN REACH ON A CERTIFICATE OF ELIGIBLES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, USC CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

**WHO MAY APPLY FOR PERMANENT POSITIONS:** (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only.

"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."

**DUTIES AND RESPONSIBILITIES:**

Assigns work, approves leave, rates performance, establishes performance plans, provides for training, resolves complaints and grievances, administers discipline, and recommends promotions and job selections. Establishes work schedules, evaluates operations to strive for improvement of services. Advises employees on administrative matters. Assesses plans and evaluates overall program to meet Area, and IHS objectives. Ensures program meets all CMS accreditation requirements. Monitors data from national, state, area, service unit and tribal resources to maintain continuous appraisal of health needs. Establishes measurable goals and objectives for the department, utilizing techniques of surveys, field studies, quality assurance monitors and other statistical data. Utilizes nursing process in order to assess, plan, implement and evaluate health needs in providing nursing care to individuals and families including interventions designed to prevent complications and minimize disabilities. Records and documents according to established standards and procedures. Teaches and supervises patients and families in techniques of positive health measures. Assists them in understanding, accepting and adjusting to the implications and responsibilities of medical or other needed care, diagnosis and treatment. Provides continuity of patient care by initiating, planning and exchanging information with other IHS, Tribal and Community resources. Conducts epidemiological surveys, field investigations and researches studies to appraise health needs. Review records and reports of the total community health nursing program for purpose of quality assurance. Develops new programs as needed to meet health needs found in the community. Assumes personal responsibility to keep informed of current changes and trends affecting nursing care and professional nurse functions.

**QUALIFICATION REQUIREMENTS:** Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

**Basic Requirements:**

**Education:** Applicants for Community Health Nurse position's at a **GS-05 and above** must have graduated from a baccalaureate or higher degree nursing program.

**Licensure:** 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. **Applicant must provide a copy of their current nursing license.**

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-11</b>	Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education	or	1 year of experience equivalent to at least the GS-9 level
<b>GS-12 and above</b>	None		1 year of experience equivalent to at least the next lower grade 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:** Applicant must have graduated from a baccalaureate or higher degree nursing program. Must have been in nursing with a concentration in a field of nursing. (e.g. teaching, a clinical specialty, research, administration, etc.) or applicable to requirements of the position to be filled.

**Evaluation of Specialized Experience:** The Experience the applicant has with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience is experience in collaborating with all departments, and health professionals in the development of service delivery as a health care team. Monitors data from national, state, area, service unit and tribal resources to maintain continuous appraisal of health needs. Formulates reports and proposals to the Clinical Services Administrator and RSU Administration regarding the PHN department's role in meeting the changing needs. Assigns work, approves leave, rates performance, establishes performance plans, provides for training, resolves complaints and grievances, administers discipline, and recommends promotions and job selections. Establishes work schedules, evaluates operations to strive for improvement of services and other duties assigned by their supervisor.

**EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:** Same as above.

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 and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

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**SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to provide nursing care, based on scientific principles, basic behavioral concepts and intelligent professional judgment.
2. Knowledge of and ability to promote wellness through teaching and counseling.
3. Ability to identify, categorize, and perform clinical services to address each patient's age-specific, i.e., infant, adolescent, or geriatric patients.

**Supervisory:**

4. Knowledge of supervisory techniques and administration and management concepts.
  5. Knowledge and ability to write performance standards and evaluate and rate personnel.
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**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

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**HOW TO APPLY:** Applicants must submit their applications to the Rosebud Comprehensive Health Care Facility, Human Resource Department, Indian Health Service, PO Box 400, Soldier Creek Road, Rosebud, SD, 57570. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.

**2. 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).**

3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.**

4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.

5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B), and

6. Current Performance Rating, if available.

7. **VETERAN'S PREFERENCE CERTIFICATION:** For information on Veteran's Preference, please visit:

<http://www.opm.gov/veterans/html/vetsinfo.asp>. For Veterans claiming 5-point preference you must submit along with your application a copy of your D-214 indicating discharge. Veterans who are still in the service may be granted 5-point tentative preference on the basis of the information contained on their applications. You must produce a DD-214 (Member 4 copy) prior to the appointment to document entitlement to preference. For Veterans claiming 10-point preference you must submit along with your application a Form DD-214 indicating discharge and Form SF-15, Application for 10-Point Preference.

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**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.

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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.
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**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
  - b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
  - c. Social Security Number
  - d. Country of citizenship
  - e. Veteran's preference
  - f. Highest Federal Civilian Grade held (give job series and dates held).
  - g. High School - Name, City, State (with zip code), and date of diploma or GED.
  - h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
  - i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
  - j. Indicate if we may contact your current and/or former supervisor.
  - k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.
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DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management 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 Personnel Management as to status of application.

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**FOR 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 (CES) 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 career competitive or excepted service employee in Tenure Group 1 or 2 who has received a Reduction In Force (RIF) separation notice or a Certificate of Expected Separation CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS/IHS. 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 a greater promotion potential than the position from which you are being 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.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

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**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 a RIF separation notice, a letter from the Office of Personnel Management (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 1 or 2) 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 shows 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 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 & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified": If they attain a numerical rating of 85 or better as determined from your responses to the Knowledge, Skills and Abilities. (see "Qualifications Requirements section).

**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:** Supervisory Community Health Nurse  
0005-RB-MPP

**Announcement Number:** NP-09-

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.

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**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 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**