

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phoenix Area Indian Health Service
Southwest Region – 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 other than the above, the Indian Health Service is an Equal Opportunity Employer.

*****POSITION AMMENDED TO EXTEND CLOSIGN DATE****

ANNOUNCEMENT NUMBER: SWR-09-0274	OPENING DATE: 04-22-2009	CLOSING DATE: 05-18-2009 (Midnight)
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POSITION TITLE/SERIES/GRADE:	Behavioral Health Specialist, GS-0101-11/12	
SALARY RANGE:	GS-11: \$56,411 - \$73,329 per annum GS-12: \$67,613 - \$87,893 per annum	
PROMOTION POTENTIAL:	Yes, to GS-12	
SUPERVISORY/MANAGERIAL:	No	
RELOCATION EXPENSES:	Travel will be paid in accordance with Federal Travel Regulations	
APPOINTMENT/WORK SCHEDULE:	(1) Permanent Full-Time	
AREA OF CONSIDERATION:	Government Wide	
DUTY LOCATIONS:	PHS Indian Hospital, Community Health Services, Behavior Health Department, Fort Yuma Service Unit, Winterhaven, California	

JOB DESCRIPTION: This position is located in the Behavior Health Department at the Fort Yuma Service Unit. The purpose of this position is to provide intensive therapeutic services consultation and support to adult, adolescent and child patients. The primary focus will be in the areas of treatment, prevention, follow-up and referrals. Provides case, program and clinical consultation to the staff in order to ensure quality patient care. Collaborates with outside organizations to promote adult/adolescent/child behavioral health and addiction prevention. In order to work independently as a behavioral health provider, the incumbent must possess a current, unrestricted Licensed Professional Counselor (LPC) or Licensed Mental Health Counselor (LMHC) from a U.S. state. Performs other duties as assigned.

WHO MAY APPLY: Excepted Service and Merit Promotion Eligibles. 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.

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
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- 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.
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QUALIFICATION REQUIREMENTS: Applicants must be able to perform the tasks of the position. Rating will be based on the following elements:

BASIC REQUIREMENTS

- 1) Bachelor's degree in behavioral or social science; OR
- 2) Combination of education and experience equivalent to a full 4-year course of study, providing you with knowledge of one or more of the behavioral or social sciences; OR
- 3) 4-years of appropriate experience that demonstrates your knowledge of one or more of the behavioral or social sciences.

ADDITIONAL REQUIREMENTS

In addition to meeting the Basic Requirements listed above, applicants must have related specialized experience in the amounts shown below.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE*
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree	1-year equivalent to at least the GS-09
GS-12	None	1-year equivalent to at least the GS-11

Specialized Experience: Is experience in administrative, supervisory, consultative, or technical work related to the behavioral health profession. Such work would have included developing and improving standards of behavioral health program operation and standards of service; identifying and evaluating policies, procedures, and practices; and stimulating activity and providing leadership and technical assistance in the development, extension, and improvement of behavioral health programs and services. Prior experience with American Indian and/or Alaskan Natives is preferred in order to provide a culturally relevant treatment program for the patient population served.

SELECTIVE PLACEMENT FACTOR

The following selective placement factors have been determined to be essential for this position. In order to be minimally qualified you must provide evidence that you possess the required experience in addition to the above requirements.

Ability to work independently in a Behavioral Health Program. Must hold a current, unrestricted Licensed Professional Counselor (LPC) or Licensed Mental Health Counselor (LMHC) from a U.S. state.

****Please provide a copy with your application****

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.)

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

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).

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 Behavioral Health Program Specialist, GS-0101-11/12:

1. Knowledge of physiological, psychological, behavioral and social variables of mental illness, developmental disorders, and trauma related clinical presentations, and genetic disorders.
2. Knowledge of interviewing and counseling techniques.
3. Knowledge of human growth and development, psychodynamics, and therapeutic techniques gained through formal and informal

training.

4. Knowledge of ability to interpret community cultures, values, structures, and possible resources.
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HOW TO APPLY/REQUIRED FORMS (Incomplete applications will not be considered):

1. Applicants may use one of 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 former employee, and/or if requesting Reinstatement Eligibility.
5. Response to Selective Placement Factor.
6. Completed PL 101-630 Questionnaire (Indian Child Care Form - **attached**).
7. Completed Selective Service Registration Form (**attached**).
8. Written Responses to the Knowledge, Skills, and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.

COMMISSIONED CORPS OFFICER: (1) Curriculum Vitae, (2) Selective Factor Response, (3) Completed PL 101-630 Form, (4) latest COER, (5) current Billet Description, (6) BIA FORM 4432 if claiming Indian Preference, and (7) Responses to the Knowledge, Skills, and Abilities (KSA).

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

ATTN: SWR-09-0274

Office of Human Resources

Phoenix Area Indian Health Service

Two Renaissance Square

40 North Central Avenue, Suite 510

Phoenix, AZ 85004

Phone: (602) 364-5219

Fax: (602) 364-5176

Facsimile is acceptable – this office is not responsible for incomplete transmissions. All submitted materials are subject to retention by this office. Your application must be received by 12:00 AM (Midnight) the day the vacancy closes. 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, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at 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 602-364-5219 to contact a Human Resources Specialist.) Date: 5/6/2009

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.

SELECTIVE PLACEMENT FACTOR

Position applied for: **Behavioral Health Specialist, GS-0101-11/12**

Announcement No: **SWR-09-0274** Closing Date: **05/06/2009**

Evaluation Method: This selective factor has been determined to be essential to the position. Candidates must demonstrate possession of these factor to be considered minimally qualified for the position. Failure to respond will result in an ineligible rating.

1. Possession of a current, unrestricted Licensed Professional Counselor (LPC), or Licensed Mental Health Consultant (LMHC) in a U.S. State.

****Copy of current certification must be submitted****

What was the duration of your experience

Who can verify, pleas provide current names and telephone numbers.

The information you provide is considered to be a part of your application and as such certified by your signature on the OF-612 or equivalent.

Signature: _____ Date: _____

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

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: Behavioral Health Specialist **Announcement Number:** SWR-09-0274

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