

DEPARTMENT OF HEALTH AND HUMAN SERVICES
**NAVAJO AREA
 INDIAN HEALTH SERVICES**



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

GS-09-009

OPENING DATE

05/05/2009

CLOSING DATE

05/18/2009

POSITION

Health Technician (Diabetes Prevention)

LOCATION AND DUTY STATION

Gallup Indian Medical Center
 Division of Clinical Services
 Diabetes Program
 Gallup, New Mexico

NUMBER OF VACANCIES

One (1) MD3406

GRADE/SALARY

GS-640-05 \$30,772 - \$40,005 per annum
 GS-640-06 \$34,300 - \$44,589 per annum
 GS-640-07 \$38,117 - \$49,553 per annum

APPOINTMENT

Permanent

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Navajo Area Wide

PROMOTION POTENTIAL

Yes, to grade GS-6/7

SUPERVISORY/MANAGERIAL

No

HOUSING

Private Housing Only

TRAVEL/MOVING EXPXENSE

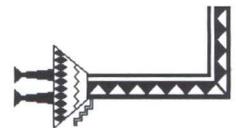
No Expenses Paid

DUTIES: This position is located at the Gallup Indian Medical Center (GIMC) in the Diabetes Program. GIMC is a general medical/surgical hospital and a referral center for the Navajo Area Indian Health Service (IHS). The employee is responsible for the following: 1) Coordination and provision of specific clinic and community-based prevention education, training and services to the population at risk for the development of Type 2 Diabetes Mellitus or at risk for the development of diabetes complications; and 2) Evaluation of the effectiveness of diabetes education and prevention activities. Provides patient education to clients with or at risk for Type 2 Diabetes; utilizes Diabetes Program Staff and Consultants as a basis for content, approach and methods concerning diabetes education. Works collaboratively with the Diabetes Program staff, GIMC and Tohatchi Health Center Diabetes Committees and staff, Podiatry clinic, Family Medicine, Public Health and Community Health Representative Program, Health Promotion/Disease Prevention, Tohatchi Wellness Center, Public Health Nursing, Health Education, Navajo Nation Special Diabetes Program, Southwest Diabetes Prevention Center and partners, the New Mexico State Diabetes Control Program, Gallup McKinley Diabetes Advisory Council, Social Services, and other Regional, State and National Agencies. Provides individual and group education to patients, community members, school officials, community agencies, Diabetes Committees, and the Diabetes Program. Such education consist of basic nutrition, foot and wound care, home-based monofilament testing, fitness instruction, pre-operative patient education, basic self-care and management (client-oriented), and diabetes prevention (client and community-oriented). Evaluates the cultural aspects of diabetes education and provides relevant education to individuals and groups. Conducts feasibility assessments and surveys for use in program planning. Performs limited clinical procedures as necessary in accordance with training and certification such as taking blood pressure, measuring height, weight, testing capillary blood glucose, conducting foot examinations and applying splints and casts. In the absent of the Podiatry Technician provides coverage such as scheduling and mailing appointments, clinical operations, patient preparation, patient education, and preparing instrument trays. Provides services in the outpatient, home and community settings. Such services may include coordination of the Diabetes clinic, making follow up arrangements, scheduling appointments, conducting fitness instruction, assisting with the children's wellness camp, assisting in the establishment of the Wellness Center and similar duties. Applies basic teaching principles to different age groups concerning prevention, self-care, and management of diabetes. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



EXPERIENCE AND/OR EDUCATION REQUIREMENTS:

The following table shows the amounts of education and/or experience required to qualify.

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-5	None	52 weeks equivalent to at least GS-4	4-year above high school leading to a bachelor's degree with courses related to the occupation.
GS-6	None	52 weeks equivalent to at least GS-5	See Note under Education and Training.
GS-7	None	52 weeks equivalent to at least GS-6	See Note under Education and Training.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience requires knowledge of culture-based and community-based approaches to patient education in the Type 2 Diabetes. Knowledge of education of basic nutrition, foot and wound care, home-based monofilament testing, fitness instruction, pre-operative patient education, basic self-care and management (Client-oriented), and diabetes prevention (Client and community-oriented). Performs limited clinical procedures such as taking blood pressure, measuring height, weight, testing capillary blood glucose, conducting foot examinations and applying splints and casts. This includes making follow up arrangements, scheduling appointments, and provides teaching.

EDUCATION AND TRAINING: For GS-05: Successfully completed of a full 4-year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects directly related to the position. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

NOTE: Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the Health Technician (Diabetes Prevention) position. One full year of graduate education meets the requirements for GS-7.

SELECTIVE PLACEMENT FACTOR: None.

LICENSURE REQUIRED: No

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

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 consideration 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 RIF separation notice, a letter from 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 I or II) 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 it is unable to place; or
 3. Retired with a disability and whose 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 submit 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 and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

IMMUNIZATION REQUIREMENT: All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-4 level to qualify for the GS-5 level; candidates for GS-6 must have completed 52 weeks of service at the GS-5; and candidates for GS-7 must have completed 52 weeks of service at the GS-6 level by the closing date of the vacancy announcement.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

●●● NOTE ●●● Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, **Series 0640**, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU WILL BE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.**

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to Work Under Pressure.
2. Knowledge of Type 2 Diabetes.
3. Ability to Communicate Orally.

4. Ability to Plan, Make Recommendations and Solve Problems.
5. Ability to Use a Computer.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

HOW AND WHERE TO APPLY:

All applicants must submit the following to the Gallup Indian Medical Center, Human Resources Office, P.O. Box 1337, 217 Marguerite Street, Gallup, New Mexico 87301, by 4:30 p.m., on the closing date 05/18/2009. **FOR MORE INFORMATION CONTACT: Susie Tom at 505-722-1412. Electronic or telefaxed Resumes or Applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment or Resume; or any other written application format *. **See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.** Plus:
2. OF-306, Declaration for Federal Employment and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding "YES" to any one of these two questions can make you ineligible for employment in this position. **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.** This is a covered position under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal Employment.
3. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA-4432 Verification of Indian Preference for Employment, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the documentation with their application. **Indian preference will not be given unless the Form BIA-4432 is attached to the application.**
4. DD-214, Veterans' Preference Certification if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10 pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee.
6. Latest Performance Appraisal, if a **CURRENT** federal employee.
7. Official College Transcript, to show proof of undergraduates or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

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 Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after three (3) years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Susie Tom

April 4, 2009

Human Resources Clearance

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER GA-09-009. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Health Technician (Diabetes Prevention)
GS-0640-05/06/07

1. ABILITY TO WORK UNDER PRESSURE. The person in this position must have the ability to accomplish given tasks with minimal supervision in accordance with established policies and practices of the office. This includes the ability to work under pressure and changing conditions while meeting deadlines in a busy environment with constant interruptions; to work on his/her own initiative and organizing the work and properly determining priorities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. KNOWLEDGE OF TYPE 2 DIABETES. The person in this position should possess the knowledge of Type 2 Diabetes to coordinate diabetes education and patient visits; follow up on patients who require reinforcement of education and management principles and to obtain diabetes history, explain and educate about diabetes prevention and to be skilled at explaining procedures that may be recommended by the Doctor(s) in the patient's best interest. What in your background shows possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO COMMUNICATE ORALLY. The person in this position must have the ability to establish and maintain effective working relationships by exercising tact, diplomacy and mature judgment in meeting and dealing with a wide variety of individuals and groups. This includes the ability to communicate orally in a clear and concise manner in a variety of circumstances and be able to convey diabetes education and prevention to others in a way, which will insure successful completion of the mission. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO PLAN, MAKE RECOMMENDATIONS AND SOLVE PROBLEMS. This is the ability to identify, analyze data and solve problems. Incumbent participates in performance improvement and evaluation activities, including administration of surveys, participation in focus groups and tabulation, data collection and process measures. Results of medical procedures or clinical interventions, develops or revises nursing care plan, consultation with physicians, assess needs to patients and/or their families. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO USE A COMPUTER. The person in this position must have the ability and skill to maintain databases and process a variety of forms and correspondence using the computer; to manipulate, convert or edit data from various software programs. This includes skill in powerpoint, graphics, etc., to prepare brochures, flyers and other education material. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date