



DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICES

We will not accept faxed or e-mailed applications.

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

VACANCY ANNOUNCEMENT

SR-09-049

OPENING DATE

05/05/2009

CLOSING DATE

05/26/2009

POSITION

Social Worker

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Clinical Services – Social Services Branch
Shiprock, NM

GRADE/SALARY

GS-0185-9; \$46,625 - \$60,612
GS-0185-11; \$56,411 - \$73,329

NUMBER OF VACANCIES: One (1) Vacancy (3062-22)

APPOINTMENT

/X/ PERMANENT

WORK SCHEDULE

/X/ FULL TIME

AREA OF CONSIDERATION

/X/ IHS WIDE

PROMOTION POTENTIAL

/X/ YES TO GRADE 11 IF SELECTED @ GS-9

SUPERVISORY/MANAGERIAL

/X/ NO

HOUSING

/X/ PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

/X/ WILL BE PAID

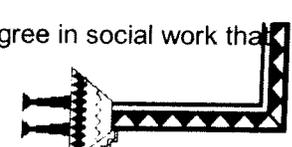
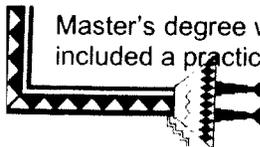
DUTIES: The purpose of this position is to provide direct professional social work services to individuals, groups, and families who utilize the inpatient and outpatient medical services at Northern Navajo Medical Center or its health clinics. GS-9 level: Works under the supervision of the Supervisory Social Worker, receives technical direction from the higher level specialists. Incumbent assesses the treatment care needs, plans for and implements the medical and social management plan for patients. Work related to individual patients is performed independently, however receives guidance in new procedures and improved management techniques from higher level specialist. GS-11 level: Exercises professional use of variety on casework skills in developing comprehensive psychosocial assessments which examine the current situation as well as relevant bio-psychosocial and environmental factors of patients and their families; with priority of work done as inpatients and includes outpatients as well. Communicates relevant aspects of the assessment to patient, family and members of the health care team. Develops and implements appropriate brief treatment plans, utilizing various psycho-therapeutic interventions, including individual and family therapy, and crisis intervention. Performs case management functions including information and referral services and linkages to appropriate hospital resources as well as community based organizations. Coordinates with tribal communities, courts and community groups in the provision of services and programs in the Navajo community and to meet identified needs, including community program education; support groups in the community. Collaboratively formulates appropriate and realistic discharge plans with other members of the health care team and available community based organizations. Serves as a consultant and educator to the interdisciplinary team regarding bio-psychosocial components of illness, disability, and hospitalization among others. Participates in continuing education programs to fulfill licensure requirements and to promote professional growth. Participates in Continuous Quality Improvement and JCAHO activities including policy implementation and revisions. Develops and leads support and/or psycho-educational groups for designated patient/family population as appropriate. In some instances, will serve as Acting Supervisory Social Worker to provide clinical supervision as well as overall program management. As an incidental duty, the incumbent is required to operate a government-owned or leased motor vehicle. Performs other 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.

BASIC REQUIREMENTS: Degree: Social Work. Must fulfill all of the requirements for the master's degree in social work in a school accredited by the Council on Social Work Education.

Master's degree with practicum: Applicants who complete all of the requirements for a master's degree in social work that included a practicum are eligible for GS-9.

THIS POSITION IS LOCATED IN A TOBACCO FREE ENVIRONMENT



In addition to meeting the basic requirements:

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year specialized experience to GS-7.

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year specialized experience to at least GS-9.

SPECIALIZED EXPERIENCE: Professional knowledge of the principles and practices of social work, knowledge of medical terminology, diagnosis and their implications for daily functioning, knowledge of social work theory, ability to identify problems in order of urgency and initiating treatment plans, problem solving ability and ability to handle conflict, knowledge of continuous quality improvement, joint commission standards, policies and procedures appropriate to mental health, licensing by professional organizations, hospital accreditation, and standards of care.

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 or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: **Licensure:** All social workers must possess and maintain a current State license or certification.

OTHER SIGNIFICANT FACTORS: This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

As an incidental duty, the incumbent is required to operate a government-owned or leased motor vehicle. This necessitates that the incumbent have a valid State Motor Vehicle Drive license.

PHYSICAL DEMANDS: The majority of work is mostly sedentary but with some walking, bending and climbing stairs to meet patients on the ward, in the emergency room or sometimes in their homes. Since work involves providing services in a hospital setting there is the risk of possible exposure to contagious diseases. Knowledge and practices of universal precautions is required.

There is sense of professional responsibility to work beyond immediate job tasks that involves emotional stress.

WORK ENVIRONMENT: The work is performed in an office setting and trips to the hospital wards and to patient's home with observation of normal safety precautions.

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 52 weeks of service at the GS-7 grade level to qualify for the GS-9 grade level; or 52 weeks of service at the GS-9 grade level to qualify for the GS-11 grade level.

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 of the vacancy announcement.

NOTE Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-0185 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.

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 or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both. Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, the must file two applications for dual consideration.

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, and those with 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career or career-conditional (tenure group I or II competitive services employee who has receive a 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 DHHS. You must submit a copy of the RIF separation notice of 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 DHHS in the same 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. 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.

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 OPM or your agency documenting your priority consideration status with our 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 current
 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 whose disability annuity has been or is begin 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.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (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 for which you have been separated. The position must not have a greater promotion potential that 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.)
7. 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 factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility. The KSA's in your narrative statement will be the principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. ABILITY TO APPLY SOCIAL WORK PRACTICE METHODS AND THEORY TO THE ASSESSMENT OF PATIENTS AND FAMILIES.
2. ABILITY TO DEVELOP AND IMPLEMENT TREATMENT PLANS FOR PATIENTS.
3. SKILLS IN APPLYING KNOWLEDGE OF BASIC PSYCHOTHERAPEUTIC TECHNIQUES TO A VARIETY OF PATIENTS WITH VARIOUS MEDICAL PROBLEMS.
4. ABILITY TO INVESTIGATE, ANALYZE AND SOLVE PROBLEMS.
5. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Human Resources Department, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date:

1. OF-612, Optional Application for Federal Employment;
1. Resume; or
2. Any other written application format

Plus:

1. BIA Form 4432, if applicable.
2. OF-306, Declaration for Federal Employment
3. Addendum for Child Care & Indian Child Care Worker Positions Form
4. Any other necessary documentation pertinent to the position

Applicants claiming Indian Preference, must submit a copy of an official Form BIA 4432 "Verification of Indian Preference for employment in the Bureau of Indian Affairs and the Indian Health Service", signed by the appropriate BIA Official.

Veterans: 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.

"Declaration for Federal Employment" (OF-306) and Addendum for Child & Indian Child Worker Positions form must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the 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.

For more information contact: Margaret Begay, HR Specialist, 505-368-6091; E-mail: margaret.begay2@ihs.gov

***INFORMATION REQUIRED FOR 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. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES), AND #9 (WORK EXPERIENCE) WILL 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. Veteran's Preference Certificate: 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 any 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, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours 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.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resource Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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 veteran preference determination, Indian preference, education, training and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides reasonable 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.

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 CERTIFICATE: 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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Margaret A. Begay, 05/04/09

HR CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-049. 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 QUALIFICATION STATEMENT
SOCIAL WORKER, GS-0185-9/11

1. ABILITY TO APPLY SOCIAL WORK PRACTICE METHODS AND THEORY TO THE ASSESSMENT OF PATIENTS AND FAMILIES. The person in this position must have the ability to apply social work practice methods in doing assessments of patients and understanding the needs of complex patients. The person in this position should have the knowledge to work with families, children, adults using a variety of current therapeutic techniques. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. ABILITY TO DEVELOP AND IMPLEMENT TREATMENT PLANS FOR PATIENTS. This person must have the ability to develop and implement treatment plans for patients and be able to evaluate the outcome and make appropriate referrals. Must be able to identify, assess, and evaluate problems, needs, and conflicts to implement a treatment plan for a patient. What in your background shows you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. SKILLS IN APPLYING KNOWLEDGE OF BASIC PSYCHOTHERAPEUTIC TECHNIQUES TO A VARIETY OF PATIENTS WITH VARIOUS MEDICAL PROBLEMS. The person in this position must be able to apply the knowledge of human behavior and psychology through the use of a variety of psychotherapeutic interventions to the concerns of patients and families with medical problems. What in your background would indicate that you possess these skills?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. ABILITY TO INVESTIGATE, ANALYZE, AND SOLVE PROBLEMS. The person in this position must be able to investigate, analyze, and solve problems to complex interdisciplinary problems, investigating sources, and developing appropriate interventions will all involved parties including patients and families. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS. The person in this position must have the ability to communicate effectively with a wide variety of individuals to ensure the information provided to outside parties is accurate and consistent. To plan and coordinate the work directed within the facility and with others outside the subordinate organizations. Includes interpersonal and communication skills in dealing with confrontational and disciplinary situations. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

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

Signature of Applicant

Date