

VACANCY ANNOUNCEMENT
FD-03-MPP/ESEP-55

OPENING DATE
05-27-03

CLOSING DATE
06-16-03

POSITION
Clinical Psychologist

LOCATION AND DUTY STATION
PHS Indian Hospital, Medical Social Services
Fort Defiance, Arizona

GRADE/SALARY
GS-180-11, \$47,110 per annum
GS-180-12, \$56,463 per annum
GS-180-13, \$67,143 per annum

NUMBER OF VACANCIES
One Vacancy (156107)

APPOINTMENT

PERMANENT
 TEMP APPT
NTE: _____

WORK SCHEDULE

FULL TIME
 PART TIME
 INTERMITTENT

AREA OF CONSIDERATION

COMMUTING AREA
 NAVAJO AREA WIDE
IHS WIDE
 DHHS WIDE

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE-YEAR PROBATION
NO

PROMOTION POTENTIAL

YES, TO GRADE: GS-13
 NO KNOWN POTENTIAL

HOUSING

GOVERNMENT HOUSING AVAILABLE
 PRIVATE HOUSING ONLY

TRAVEL/MOVING

MAY BE PAID FOR ELIGIBLE EMPLOYEE
 NO EXPENSES PAID

DUTIES: Provides assessment, diagnosis and psychotherapy utilizing a broad range of therapeutic techniques as indicated by the specific needs of juvenile and adult individuals and groups, and their families. Is responsible for completeness, timeliness, diagnostic and therapeutic pertinence and maintenance of counseling psychology professional standards of care for services and maintenance of counseling professional standards of care for services and reports. Promotes and preserves a psychotherapeutic atmosphere among the professional treatment staff, participates in developing treatment programs for patients, and advises and consults with all levels of professional staff concerning psychological characteristics and behavior changes of clients. Provides thorough and concise written documentation of evaluations, treatment and case management services, psychological test summaries, treatment plans, referrals, and correspondence. Participates as a full time member of the Mental Health Program team in formulating patient treatment plans and treatment recommendations through contribution of psychological and personality assessments and diagnostic evaluations, and knowledge of treatment modalities. Provides consultation to a wide variety of Indian Health Services Staff including physicians and other health professionals, paraprofessionals, and mental health clinicians in providing and interpreting psychological evaluations and testing with complete responsibility for actions and advice. Provides professional consultation, as directed by the Mental Health Program Director, to community resources and/or to segments of the organization other than those to which the incumbent is assigned, such as Tribal, State, Federal and private agencies concerned with the direct welfare of Indian Health Service beneficiaries. Administers, scores, interprets psychological tests of adults, children and adolescents. Conducts tests that include but are not limited to intelligence, projective, and diagnostic instruments, limited psycho-educational testing, and personality inventories. Conducts psychological test and function as an

authoritative source of information for differentiating between organic and functional causes of emotional disturbances and/or behaviors. 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.

POSITIVE EDUCATION REQUIREMENT: YES

LICENSURE REQUIRED: YES

BASIC QUALIFICATIONS: Completion of all the requirements for the doctoral degree (Ph.D. or equivalent) directly related to full professional work in clinical psychology.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: Applicants must have 52 weeks of specialized experience equivalent to at least GS-09 to qualify for the GS-11 level; 52 weeks of specialized experience equivalent to at least GS-11 to qualify for the GS-12 level; and 52 weeks of specialized experience equivalent to at least GS-12 to qualify for the GS-13.

SPECIALIZED EXPERIENCE: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. To be a creditable, specialized experience consists of treatment of patients; provide psychological diagnosis and treatment; and to participate in staff discussions of patient diagnosis, treatment, and progress to carry out clinical psychological and education to include testing and assessment of personality disorders. Also to have proficiency in multiple individual and group psychotherapy.

SELECTIVE PLACEMENT FACTOR: Must possess and maintain a valid, current, unrestricted license or certification in a State.

- Clinical psychologists, who enter the PHS, have obtained the Doctoral Degree in the 12 months preceding appointment, yet do not meet the supervision-time requirements for licensure/certification, may not function independently, but shall be under the direct supervision of a qualified licensed clinical psychologist.
- Within the Commissioned Corps, evidence of licensure or certification is required for appointment.

TIME-IN-GRADE REQUIREMENTS: A Candidate applying under the provisions of the merit promotion plan must have completed at least 52 weeks of service at the GS-09 to qualify for the GS-11 level, and at least 52 weeks of service at the GS-11 level to qualify for the GS-12, and at least 52 weeks of service at the GS-12 to qualify for the GS-13 level.

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.

CONDITION 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.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodation 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.

NOTE Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-180, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Personnel 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 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 provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area 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, those with a 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.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation; 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 (DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you still on the rolls of DHHS. 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 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. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are 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's separation notice, a letter from 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 special 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 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 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 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 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 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.
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COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and 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 must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide 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.

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 that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

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

1. Ability to provide professional standards of care in evaluation of patients.
2. Skill in developing interpersonal relationships.

3. Knowledge of a variety of therapeutic modalities.
4. Ability to make sound conclusions and recommendations to document concisely and communicate effectively.
5. Ability to work in a multidisciplinary team.
6. Ability to administer and interpret psychological tests.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the PHS Indian Hospital, Division of Personnel Services, P. O. Box 649, Fort Defiance, Arizona 86504, by close of business on the closing date:

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Any other written application format; PLUS transcripts of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

FOR MORE INFORMATION CONTACT: Ida Mark, Human Resource Specialist, (928) 729-8261.

NOTE: "Declaration for Federal Employment" (OF-306) and the Addendum 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 the two questions on the Addendum 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.**

A copy of an official Bureau of Indian Affairs **"Verification of Indian Preference for Employment in BIA or IHS," Form 4432** (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference**, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. **Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.**

***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 #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (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 position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. 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); preferably attach transcripts.

10. 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.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

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

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

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

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, 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 SOLELY 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.

EEO REVIEW/CONCURRENCE	DATE	PERSONNEL CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - FD-03-MPP/ESEP-55. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
CLINICAL PSYCHOLOGIST, GS-180-11/12/13

1. ABILITY TO PROVIDE PROFESSIONAL STANDARDS OF CARE IN EVALUATION OF PATIENTS. The person in this position must have the ability to provide professional standards of care in the evaluation of patients in a variety of settings (e.g., ER, Mental Health Clinics, and schools), and in a variety of prevention (e.g. emergent vs. non-emergent). 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. SKILL IN INTERPERSONAL RELATIONSHIPS. The person in this position must have the skill in interpersonal relationships wither patients, staff and other professionals. This includes the ability to establish effective working relationships by exercising tact, diplomacy and mature judgment in meeting and dealing with a wide variety of individuals and groups. What in your background shows you possess this skill?

What was the duration of these activities?

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

3. KNOWLEDGE OF A VARIETY OF THERAPEUTIC MODALITIES. This is the knowledge of Therapeutic modalities such as analytic, gestalt, object relations, etc. and newer applications such as interpersonal, supportive, cognitive behavioral, short-term dynamic therapy, hypnosis, biofeedback, etc. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information?

4. **ABILITY TO MAKE SOUND CONCLUSIONS AND RECOMMENDATIONS, TO DOCUMENT CONCISELY AND COMMUNICATE EFFECTIVELY.** The person in this position must have the ability to provide thorough and concise written documentation of evaluations, treatment and case management services, psychological test summaries, treatment plans, referrals and correspondence. This includes the ability to appropriately respond to, assess, and reach a sound conclusion on cases. 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 WORK IN A MULTIDISCIPLINARY TEAM.** This is the ability to work in a multidisciplinary team to provide consultation to a variety of physicians, other health care professionals, paraprofessionals and mental health clinicians. What in your background shows you possess this ability?

What was duration of these activities?

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

6. ABILITY TO ADMINISTER AND INTERPRET PSYCHOLOGICAL TESTS. This is the ability to administer, score and interpret psychological tests. This includes the ability to conduct tests, which include but are not limited to intelligence, projective and diagnostic instruments, limited psycho-educational testing and personality inventories. What in your background shows you possess this ability?

What was duration of these activities?

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

C E R T I F I C A T I O N

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