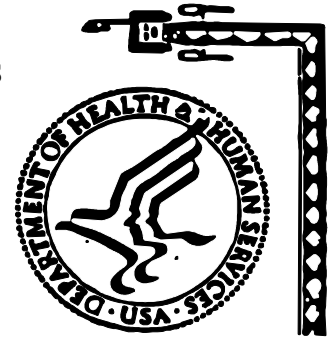




DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT FD-08-MPP/ESEP-37

OPENING DATE APRIL 10, 2008

CLOSING DATE APRIL 30, 2008

POSITION DENTAL HYGIENIST

LOCATION AND DUTY STATION PHS INDIAN HOSPITAL, DENTAL SVCS, FORT DEFIANCE, AZ DUTY STATION: Albuquerque Indian Dental Center (AIDC) until satellite dental clinic is operational at Nahat'a'dzill, Sanders, AZ.

GRADE/SALARY GS-682-05, \$29,726 - \$38,639 PER ANNUM GS-682-06, \$33,135 - \$43,076 PER ANNUM GS-682-07, \$36,822 - \$47,864 PER ANNUM GS-682-08, \$39,594 - \$51,475 PER ANNUM

NUMBER OF VACANCIES ONE VACANCY (156841)

APPOINTMENT [x] PERMANENT [ ] TEMP APPT NTE: \_\_\_\_\_

WORK SCHEDULE [x] FULL TIME [ ] PART TIME [ ] INTERMITTENT

AREA OF CONSIDERATION [ ] COMMUTING AREA [ ] NAVAJO AREA WIDE [ ] IHS WIDE [x] DHHS WIDE

SUPERVISORY/MANAGERIAL [ ] YES, MAY REQUIRE ONE-YEAR PROBATION [x] NO

PROMOTION POTENTIAL [ ] YES, TO GRADE: \_\_\_\_\_ [x] NO KNOWN POTENTIAL

HOUSING [ ] GOVERNMENT HOUSING AVAILABLE [x] PRIVATE HOUSING ONLY

TRAVEL/MOVING [x] MAY BE PAID FOR ELIGIBLE EMPLOYEE [ ] NO EXPENSES PAID

DUTIES: Completes preliminary examinations on new dental service patients; review's patient's medical and dental history; examines teeth and periodontium for evidence of plaque and periodontal disease and charts the findings including plaque index, bleeding scores, microscopic microbial morphology, pocket depths, CPITN scores, tooth mobility, crepitus, etc. Performs a complete oral prophylaxis on ambulatory and nonambulatory patients. Administers local anesthesia under the supervision of dentist. Assists the dentist by making repairs and adjustments to teeth by smoothing rough edges of restorations removing overhanging margins of restorations, reducing sharp edges of fractured teeth, placing amalgam and composite restorations after preparation by the dentist, polishing and finishing amalgam restorations and inserting temporary fillings in teeth. Instructs patients at chair side in oral hygiene, brushing and flossing techniques and periodontal aids that increase the amount of stimulation to the periodontium. Plans and adapts instructions in home care techniques, tailoring them to the oral hygiene needs and oral problems of individual patients, explains to patients the causes of periodontal disease, tooth decay, and the importance of diet as it relates to oral and systemic health. Examines the teeth and surrounding tissues for evidence of plaque and periodontal disease and chart findings, inspects the mouth and throat for evidence of disease such as oral cancer, interprets routine X-rays to identify tooth structures, calculus, and abnormalities such as cavities and deep periodontal pockets. Develops and revises oral health instructional materials and education techniques for varied levels of the mental and physical capabilities of each patient group. Develops methods and carries out continuous quality improvement studies for evaluating the effectiveness of the preventive dentistry program. Compiles statistical data and written reports of the participation in the preventive dentistry program. Provides educational programs to dentists, dental assistants, dental hygienists, medical staff, community health representatives, other health workers, teachers, school officials, etc., who interact with the targeted childhood population regarding appropriate strategies to prevent dental decay. Presents lectures and demonstration in oral health care to various patient and community groups such as diabetics, hemodialysis patients, drug or alcohol dependent patients, and health boards, using slides, denture models, tooth brushes, charts and other dental educational materials. Performs other duties as assigned.



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

**POSITIVE EDUCATION REQUIRED: YES**

**LICENSURE REQUIRED: YES**

**BASIC REQUIREMENTS:** Note: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

1. Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 2986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedure to others.
2. Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

**IN ADDITION TO BASIC REQUIREMENTS:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 grade level; 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level; 52 weeks of specialized experience equivalent to the GS-06 grade level to qualify for the GS-07 grade level; and 52 weeks of specialized experience equivalent to the GS-07 grade level to qualify for the GS-08 grade level.

**SPECIALIZED EXPERIENCE:** Qualifying experience for clinical dental hygienist includes experience in performing oral prophylactic care and in providing oral health educational services to patients. (1) Performing advanced oral prophylactic, therapeutic, and preventive procedures in cases of periodontal diseases or inflammation or on patient with other medical or dental problems, (2) placing temporary fillings, and (3) finishing amalgam restorations. Applicants for positions involving the use of x-rays must have had experience in taking and interpreting x-rays.

**EVALUATION OF EDUCATION:** For GS-05: The academic curriculum in dental hygiene must have been accredited by the Commission on Dental Accreditation, American Dental Association. For GS-06/07/08: No education substitution.

**SELECTIVE PLACEMENT FACTOR:** Licensure: Applicants must be currently licensed to practice as a dental hygienist in a State or territory of the United States or the District of Columbia.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment and qualification requirements by the closing date of the vacancy announcement.

**TIME IN GRADE REQUIREMENTS:** Candidates applying under the provision of the Merit Promotion Plan must have completed 52 weeks of service at the GS-4 level to qualify for the GS-5 grade level; 52 weeks of service at the GS-5 level to qualify for the GS-6 grade level; 52 weeks of service at the GS-6 level to qualify for the GS-7 grade level; and 52 weeks of service at the GS-7 level to qualify for the GS-8 grade level.

**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.

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\*\*\*NOTE\*\*\* Refer to the Operating Manual Qualification Standards, Series GS-682 for complete information. For more complete information contact your Servicing Personnel Office. No substitution of education is required.

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**WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES:** Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted 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 eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or 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).

**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.

**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 your application package. The following categories of candidates displaced employees.
  - A. Current or former career or career-conditional (tenure groups 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 that it is unable to place; or
    3. Retired with a disability and show 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 reassignments to another commuting area OR
  - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 84567 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.

**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. **KNOWLEDGE OF PREVENTION, DIAGNOSIS, AND TREATMENT OF DISEASES AND DEFORMITIES OF THE TEETH, JAWS AND ORGANS OF THE MOUTH AS IT RELATES TO THE PRACTICE OF DENTAL HYGIENE.**
2. **ABILITY TO WORK INDEPENDENTLY.**

3. **KNOWLEDGE OF PUBLIC HEALTH PROMOTION/DISEASE PREVENTION CONCEPTS AND PRACTICES AND EVALUATION METHODS.**
4. **ABILITY TO MANAGE A COMPLEX IHS DENTAL PREVENTION PROGRAM.**

**(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS )**

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A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. 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.

**NOTE: "Declaration for Federal Employment" (OF-306) 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 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.**

***"DESIGNATION OF CHILD CARE POSITION UNDER P.L. 101-630 AND P.L. 101-647."***

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**HOW AND WHERE TO APPLY:** All applicants must submit **one** of the following to the PHS Indian Hospital, Human Resource Branch, P. O. Box 649, Fort Defiance, AZ 86504, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE. FOR MORE INFORMATION, CONTACT: Christina Bitsilly, Human Resources Specialist, 928/729-8259**

1. OF-612, Optional Application for Federal Employment; or,
2. \*Resume
3. \*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.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION, WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.**

**\*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); 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.

**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.

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**ADDITIONAL SELECTIONS:** Additional or alternate selections 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 geographic location.

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**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.

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**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.

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**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.

Angela Segay

04-09-08

**HUMAN RESOURCE CLEARANCE**

**DATE**

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-08-MPP/ESEP-37. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED

**SUPPLEMENTAL QUESTIONNAIRE  
DENTAL HYGIENIST, GS-682-5/6/7/8**

1. **KNOWLEDGE OF PREVENTION, DIAGNOSIS AND TREATMENT OF DISEASES AND DEFORMITIES OF THE TEETH, JAWS AND ORGANS OF THE MOUTH AS IT RELATES TO THE PRACTICE OF DENTAL HYGIENE.** This is the knowledge to perform a full range of professional dental hygiene duties to diagnosis and administer treatment for dental hygiene diseases and problems and to deal with dental hygiene cases presenting patient-behavior and communication problems. 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. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to plan, organize, and prioritize work under pressure, with little or no supervision and the ability to function effectively and maintain control and composure under stressful working conditions. 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.)

3. **KNOWLEDGE OF PUBLIC HEALTH PROMOTION/DISEASE PREVENTION CONCEPTS AND PRACTICES AND EVALUATION METHODS.** The person in this position should have the knowledge to provide day-to-day oversight of community-based prevention activities and evaluate progress in reaching prevention goals. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information?

4. **ABILITY TO MANAGE A COMPLEX IHS DENTAL PREVENTION PROGRAM.** The person in this position should have the ability to plan, direct and organize the work of a complex dental prevention program. They should be able to analyze, develop and clearly express issues, findings and recommendations for such a program in both written and oral form. They should possess working knowledge of appropriate fiscal management systems, clinical data systems and relevant safety and regulatory issues/guidelines for a complex program. They should be able to collect and analyze relevant clinical and fiscal data to generate reports and formulate policy decisions that will guide a complex dental prevention program. 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.)

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**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.

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**SIGNATURE OF APPLICANT**

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**DATE SIGNED**