

DEPARTMENT OF HEALTH AND HUMAN SERVICES
NAVAJO AREA
INDIAN HEALTH SERVICE

This position is located in a tobacco free environment.

REANNOUNCED TO SOLICIT ADDITIONAL CANDIDATES. APPLICANTS
WHO PREVIOUSLY APPLIED NEED NOT REAPPLY. CHANGES OR ADDITIONS
TO APPLICATIONS MAY BE MADE BY THE CLOSING DATE.

VACANCY ANNOUNCEMENT
FD-06-DH-62B

OPENING DATE
November 1, 2006

CLOSING DATE
Open Until Filled

POSITION
Supervisory Dental Officer
(Clinical Programs)

LOCATION AND DUTY STATION
PHS Indian Hospital, Division of Clinical
Services, Dental Services Branch
Fort Defiance, Arizona

GRADE/SALARY
GS-680-12, \$79,345 - \$95,950 per annum*
*SPECIAL SALARY RATE AUTHORIZED UNDER 5 USC 5305

NUMBER OF VACANCIES
One Vacancy (156803)

APPOINTMENT
 PERMANENT

WORK SCHEDULE
 FULL TIME

AREA OF CONSIDERATION
 DHHS WIDE

SUPERVISORY/MANAGERIAL
 YES, MAY REQUIRE ONE-YEAR PROBATION

PROMOTION POTENTIAL
 NO KNOWN POTENTIAL

HOUSING
 GOVERNMENT HOUSING AVAILABLE

TRAVEL/MOVING
 MAY BE PAID FOR ELIGIBLE EMPLOYEE

DUTIES: Supervisory Dental Officer serves as the director of dental clinical programs at a 24-chair dental clinic. Completes preliminary examinations on new dental service patients; reviews patient's medical and dental history; examines the teeth and periodontium for evidence of plaque and periodontal disease. Prepares treatment plans for patient including assessment of the problems, type of oral hygiene care required, nutrition assessment and counseling, restorative and rehabilitative care. Maintains reappointment system for careful follow-up of patients that need continued care or evaluation. Provides dental services of scope, quantity consistent with Service Unit and Dental Program policies, including Operative Dentistry, Oral Diagnosis, Periodontics, Oral Surgery, Pedodontics, Endodontics, Fixed Prosthodontics, Removable Prosthodontics, Orthodontics, Oral Medicine, Geriatric Dentistry, and Dental Prevention. Provides a full range of preventive dental services. Researches current dental literature and regularly attend hospital and dental staff meetings to make improvements in the dental program. Oversees, coordinates, plans, organizes, implements and evaluates preventive oral health programs for various patient groups such as diabetic, pediatric, geriatric, cancer, psychiatric and physically handicapped patients. Makes arrangements and maintain documentation regarding fluoride rinse programs, school sealant programs, oral health education programs and other community-based interventions. Incumbent will develop procedural instructions and methods of carrying out continuous quality improvement studies for evaluating the effectiveness of the preventive dentistry program. Establishes and maintains appropriate contacts with tribal organizations, groups and individuals to gather and transfer information and to further the understanding of Indian Health Services goals, limitations and programs. Ensures the maintenance of reporting and record system related to patient care and progress. Plans and prepares/adjusts work schedules on a monthly basis to meet objectives, priorities, and deadlines. Make changes in the organization of work and assignments of tasks to improve work flow and dental services. Devises and implements method to control and assess the quality and effectiveness of work or services provided by assigned personnel. Interview candidate-applicant for vacancy position within the department. Recommends employee for award or bonus such as promotion, reassignment, step increases and performance awards. Maintain a quality assurance program in accordance with the Services Unit Quality Management Program. Implement department long range plan and maintain CMS/JCAHO accreditation. Responsible for application of EEO progress. Perform 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: Education: Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. Licensure: Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS: For the GS-680-12, applicants must have one of the following types of experience and/or training.

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible.

SELECTIVE PLACEMENT FACTOR: Each PHS dentist must possess and maintain a current, valid dental license in a State. Applicants must meet this requirement prior to employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet 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 OPM Qualifications Handbook or the IHS Excepted Service Qualification Standards, Series GS-680, for complete information. For more information, contact your servicing Human Resources Office.

WHO MAY APPLY: Applications will be accepted from **NON-STATUS APPLICANTS** (those individuals who never held a career or career-conditional appointment in the Federal Service) and will be evaluated under competitive OPM register procedures.

Status applicants may apply under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

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 of 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 by achieving a score of 90 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, 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 manage a complex IHS Dental Program.
2. Ability to supervise and review the work of civil service and commissioned officer employees.
3. Knowledge of prevention diagnosis and treatment of disease, injuries and deformities of the teeth, jaws and organs of the mouth.
4. Knowledge of Public Health Promotion/Disease Prevention concept and practices and evaluation methods.

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; or,

2. SF-171, Application for Federal Employment; or,
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: Doris Edwards, Human Resources Specialist, (928) 729-8261

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

***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.

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.

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

HUMAN RESOURCES CLEARANCE: _____ DATE: _____
EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - FD-06-DH-62B. 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. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
SUPERVISORY DENTAL OFFICER, GS-680-12

1. **ABILITY TO MANAGE A COMPLEX IHS DENTAL PROGRAM**. This is the ability to plan, direct and organize the work of a complex dental program. They should be able to analyze, develop and clearly express issues, finding and recommendations for such a program in both written and oral form. They should possess working knowledge of appropriate fiscal management system, 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 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.)

2. **ABILITY TO SUPERVISE AND REVIEW THE WORK OF CIVIL SERVICE AND COMMISSIONED OFFICER EMPLOYEES**. The person in this position should have the ability to make work assignments based upon changing priorities to a wide variety of employees and to evaluate the work of subordinates, counsel employees, recommend employees for selection and promotion, awards, discipline, formal training, leave, resolve complaints and provide on-the-job training. 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 PREVENTION, DIAGNOSIS, AND TREATMENT OF DISEASE, INJURIES, AND DEFORMITIES OF THE TEETH, JAWS AND ORGANS OF THE MOUTH.** This is knowledge to perform a full range of professional dental duties to diagnosis and administer treatment for dental diseases, dental health problems and deal with dental health cases presenting patient-behavior and communication problems. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information?

4. **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 supervision 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? (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 Signed