



NAVAJO AREA INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

CP-04-007

OPENING DATE

03-01-2004

CLOSING DATE

03-19-2004

POSITION

Supervisory Dental Assistant
(Expanded Function)

LOCATION AND DUTY STATION

Dental Branch, PHS Indian Hospital
Crownpoint, New Mexico

GRADE/SALARY

GS-681-07 - \$ 32,447 - \$42,177 per annum

NUMBER OF VACANCIES

One Vacancy

APPOINTMENT

(x) PERMANENT

WORK SCHEDULE

(x) FULL-TIME

AREA OF CONSIDERATION

(x) NAVAJO AREA WIDE

SUPERVISORY/MANAGERIAL

(X) YES

PROMOTION POTENTIAL

(x) NO

HOUSING

(x) NO PRIVATE HOUSING ONLY

TRAVEL AND MOVING

(x) NO EXPENSES PAID

DUTIES: The incumbent supervises a staff which consists of 14 dental assistants and performs a variety of administrative, planning, and clinical functions in general dentistry and clinic administration. Also assists in planning and administration of the clinical/prevention programs. Plans and assigns daily work distribution for dental assistants; schedules assistants and doctors in the clinic and field activities in order to maximize efficiency, as directed by the Chief Dentist. Is the leave granting authority; following all timekeeper's policies and procedures including ITAS reports and employee leave issues / balances. Responsible for developing the Performance Appraisal System (PAS) for the dental assistants. Assists the Chief Dentist in maintaining personnel files, such as department logs concerning A-Testing, annual trainings, employee health and radiology surveys/recertification, CPR training records, etc. Assists Chief Dentist in assuring that disciplinary actions are appropriate and timely. Is responsible for coordination of departmental orientation of dentists and ancillary staff. Responsible for all expanded duties in general dentistry. This includes restorations, both composite and alloy, of a simple or complex nature. Places cement bases and liners, temporary restorations, and stainless steel crowns. Removes sutures, applies topical anesthetic, desensitizing agents, and surgical gauze. Applies rubber dam as indicated. Expanded endodontic functions include removing temporaries, irrigating, and filling single canals. Performs prophylaxis with hand and mechanized instruments to remove stain and calculus from teeth. Insures clinic cleanliness at all times; that instruments are properly cleaned, prepackaged according to operation, sterilized and stored. Ascertains chief complaint and medical history for dental officer and explains procedures to patients, obtains consent, provides health education, and chair side. Assists the dentists of all surgical periodontic, endodontic, prosthetic and restorative procedures, fully anticipating the dentist's need for instruments, material and services.

THIS POSITION IS LOCATED IN SMOKE-FREE ENVIRONMENT



QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK



EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS:

NOTE: Public law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards which are set forth in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program which meets or exceeds the standards described in that regulation and which is accredited by an organization recognized by the Department of Education and (2) be certified as radiographers in their field. In addition, applicants must have had the kind and amount of experience indicated below: The following meet the above requirements:

*(1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) 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 procedures 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 of foreign jurisdiction which did not accredit training in that particular field at the time of graduation or (b) practices in a State or foreign jurisdiction which did not license that particular field or which did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited education program; provided such persons show evidence of training, experience, and competence as determined by OPM or the employing agency. All Applicants, however, must meet the requirements below:

Candidates must have 52 weeks of specialized experience equivalent to the GS-06 to qualify for the GS-07 grade level. Experience in supervising and overseeing a program, lead person or team leader in the capacity of an office manager in a Dental Office.

POSITIVE EDUCATION REQUIRED: NO LICENSURE REQUIRED: YES*

SPECIALIZED EXPERIENCE: Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled. OR

Special Requirements for GS-5 and above Dental Assistant (Expanded Function): Applicants for Dental Assistant (Expanded Function) positions must have completed 1 year of acceptable course work, preceptorship, or other formal training and/or work assignments specifically designed to equip them with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- ?? Courses in a dental hygiene or dental assistant program accredited by the ADAs Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- ?? U.S. Army's Dental Therapy Assistant Training Program.
- ?? Continuing education courses in expanded functions for dental assistants offered by the IHS.
- ?? Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.

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.

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 next lower grade level to qualify for the GS-7 by the closing

date of the vacancy announcement.

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

NOTE Refer to Operating Manual Qualification Standards Handbook or the Excepted Service Qualification Standard, Series 681 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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 excepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive Federal Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates **MUST** indicate on their for Federal Employment, whether their application is submitted under the IHS Excepted Service Plan, the IHS Area Merit Promotion Plan or both.

☞ Candidates **MUST** indicate on their Application for Federal Employment, whether their application is submitted under the *IHS Excepted Service Examining Plan*, or the *IHS Area Merit Promotion Plan* or *both if applicable*. 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 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 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 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.

EVALUATION CRITERIA Evaluation will be made of Experience, Performance Appraisals, Training, Letter of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

1. Ability to supervise.
2. Ability to orient and train subordinates.
3. Ability to access quality and effectiveness of services.
4. Ability to process procurement documents for dental equipment and supplies.
5. Ability to coordinate dental services.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

NOTE: ? DECLARATION FOR FEDERAL EMPLOYMENT (OF-306) 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 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.***

HOW & WHERE TO APPLY All applicants must submit **ONE** of the following to the Crownpoint PHS Indian Hospital Personnel Office , Post Office Box 358, Crownpoint, NM 87313.

Applications must be received and date stamped by the Personnel Office by 4:30 pm the closing date.

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

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, 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

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more continuous active service, may apply.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resume or other application format 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 job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10 points. Veterans? Preference is not applicable to current DHHS permanent employees. Federal employees with competitive status or reinstatement eligible;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee;
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). (Attached Transcript);
10. Work Experience (paid and Nonpaid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone number, starting and ending dates (months/year), Hours/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 INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE. APPLICATIONS RECEIVED BY FAX WILL NOT BE ACCEPTED. FOR MORE INFORMATION CONTACT: VICTORIA J PABLO, HUMAN RESOURCES SPECIALIST AT (505) 786-6213.

ADDITIONAL SELECTIONS	Additional or alternate selections may be made within 90 days from the date the certificate was issued, if the position becomes vacant or to fill an additional position in the same geographical location.
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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) to be registered with the Selective Service System.
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EQUAL EMPLOYMENT OPPORTUNITY	SELECTIONS 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.
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PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/Valarie Murphy

02-27-2004

EEO REVIEW / CONCURRENCE

DATE

/s/Victoria J Pablo

02-27-2004

PERSONNEL CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **CP-04-007**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSIONS AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUALIFICATIONS STATEMENT
SUPVY DENTAL ASSISTANT (EXPANDED FUNCTION), GS-681-7**

1. Ability to Supervise. This is the ability to provide a full range of supervision to a team of dental assistants which includes work assignments, timekeeping, leave granting, setting performance standards and evaluating performance handling complaints or grievances and other matters in the day to day operation of the dental

clinic. 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?

2. Ability to Orient and Train Subordinates. This is the ability to orient new employees on work requirements, environment, etc., provide directions and instructions to subordinates and identify and determine training needs to update or improve skills or services. 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. Ability to Assess Quality and Effectiveness of Services. This is the ability to identify deficiencies in program services and the ability to use continuous quality indicators to improve or correct deficiencies and comply with accreditation or patient care requirements, procedures, regulations, etc. 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?

4. Ability to Process Procurement documents for Dental equipment and supplies. This is the ability to identify the need and procure the dental supplies equipment and maintenance in order to keep the dental clinic operating in a safe, effective and efficient manner. 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?

5. Ability to Coordinate Dental Services. This is the ability to coordinate dental services for patients with varied health problems of varying ages (*i.e., pediatric, geriatric, diabetic, cancer, psychiatric, physically and mentally handicapped) and the ability to assist Dentist as needed with patient care and services. 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?

CERTIFICATION

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

Signature of Applicant

Date