



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

<b>VACANCY ANNOUNCEMENT NO.</b>	<b>OPENING DATE</b>	<b>CLOSING DATE</b>
ZSU-MPP-03-19	July 23, 2003	August 5, 2003
ZSU-ESEP-03-19		

<b>POSITION TITLE, SERIES, GRADE AND SALARY</b>	<b>LOCATION &amp; DUTY STATION</b>
Medical Support Assistant (OA) GS-679-04, \$22,968 per annum GS-679-05, \$25,697 per annum (Includes Locality Pay Adjustment)	Indian Health Service-Zuni Service Unit Business Office Zuni, NM

**AREA OF CONSIDERATION:** Albuquerque Area Wide

**CONDITIONS OF EMPLOYMENT:**

- ⚡ One (1) Permanent Full-Time position. The incumbent of this position is subject to call back and/or standby work.
- ⚡ If positions are announced with an area of consideration beyond the local commuting area and an applicant from outside the commuting area is selected, then IHS is obligated to pay relocation expenses.
- ⚡ Position has promotional opportunity to the GS-05 level, if selection is made at the lower grade.
- ⚡ 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.
- ⚡ In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- ⚡ Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

**DUTIES AND RESPONSIBILITIES:** For GS-4, duties and responsibilities are similar to GS-5, but performed with lesser independence and closer supervision. GS-5: The incumbent of this position will provide patient registration that involves interviewing patients to obtain pertinent patient registration information. Assist patients in completing update forms for the RPMS patient registration system. Determines the eligibility of patients seeking health care who have not previously been treated at this facility. Identifies those patients whose health benefits are subject to prior approval to determine the extent of health care for both inpatient and outpatient. Determines eligibility for alternate resources programs by initiating Medicaid application(s) under the NM Medicaid MAWC Program and Presumptive Eligibility enrollment. Obtains signatures for file on required forms for alternate resources and contract health service before patients are seen in the clinic. Explains CHS regulations to the patient or family members. Collects third party recipient health cards, obtains photocopies of the card, and explains the programs and requirements under each program as they apply to the patient. Interviews patients who have been admitted to the facility to determine their coverage under any health insurance program. This position rotates evening, weekends, and holidays.

## COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Candidates for GS-4 grade level must have had 52 weeks of General Experience. GS-5 candidates must have had 52 weeks of Specialized Experience equivalent to at least the GS-4 (the next lower) grade level.

**GENERAL EXPERIENCE:** Clerical, office, or other work where the primary duties are to perform general office support work such as typing, word processing, answering the phone, filing, distribution of mail, etc.

**SPECIALIZED EXPERIENCE:** Experience in the full range of patient range that involve interviewing patients and obtaining required documents to verify eligibility of alternate resources and contract health services. Examples of the type of experience that will be credited are shown above under description of "Duties and Responsibilities."

OR

1. *Education and Training for GS-4:* Two (2) years above high school. **GS-5:** Four (4) years above high school.

**Proficiency Requirements:** In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants can certify this information in item 13 of their signed OF-610, or attaching a signed statement with their application.

**Substitution of Education** experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions. Transcripts necessary if applying Substitution of Education.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

**Please address the following Knowledge, Skills and Abilities (KSAs) on separate sheet of paper.**

KSAs for Medical Support Assistant (OA), GS-679-4/5

1. Ability to interview patients.
2. Knowledge of medical terminology
3. Knowledge of the Privacy Act.
4. Knowledge of alternate resources and regulations governing such programs.
5. Ability to communicate orally and in writing.

### 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 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 provision of the Indian Health Service Excepted Service Examining Plan.

☞☞ Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

☞☞ **Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

☞☞ **Veterans Preference:** 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.

☞☞ **Reasonable Accommodations:** 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 Cordelia Tsadiasi, (505) 782-7516. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) 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 (includes IHS) Career Transition Assistance Program (CTAP).

**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 limits) 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 are 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 (includes IHS) 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, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

**Interagency Career Transition Assistance Program (ICTAP)** – If you are a displaced federal employee you may be entitled to receive special priority selection 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 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 any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

**Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

⚡ If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

⚡ If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

⚡ Only U.S. citizens may be appointed to the Competitive Service.

#### WHERE TO APPLY:

**Applications MUST be submitted by close of business of the closing date to the following address:**

Zuni IHS Indian Hospital  
Human Resources Office  
P.O. Box 467  
Zuni, NM 87327

For copies of vacancy announcements, contact **Cordelia Tsadiasi** at (505) 782-7516 or download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or OPM website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). We do not FAX vacancy announcements.

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#### REQUIRED DOCUMENTATION:

⚡ Verification of Indian Preference: Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. Indian Preference will not be given unless the BIA Form 4432 is attached to the application/Resume.

⚡ The OF-306, Declaration for Federal Employment. Form may be downloaded from: [www.opm.gov/forms/pdfimage/of0306.pdf](http://www.opm.gov/forms/pdfimage/of0306.pdf).

⚡ Indian Health Service Child Care and Child Care Worker Position Statement

⚡ See, How to Apply, page 6, for additional information.

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#### OTHER IMPORTANT INFORMATION:

⚡ 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.

⚡ All material submitted for consideration under this announcement becomes the property of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

⚡ Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be re-announced.

⚡ **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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#### HUMAN RESOURCES CLEARANCE:

*/s/ Cordelia Tsadiasi*

Human Resources Assistant

*07-22-2003*

Date

DECLARATION FOR FEDERAL EMPLOYMENT  
INDIAN HEALTH SERVICE  
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS

Name:

Social Security Number:

Job Title in Announcement:

Announcement Number:

BACKGROUND INFORMATION

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children.

I certify that my response to these questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment and that I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my rights to challenge the accuracy and completeness of any information contained in the report.

1) Have you ever been arrested for or charged with a crime involving a child?

YES ? NO ?

*[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, contact of prostitution, or crimes against persons?

YES ? NO ?

*[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## HOW TO APPLY

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.

<p style="text-align: center;"><b>Optional Application for Federal Employment – Form Number OF-612</b>  <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a></p>	<p style="text-align: center;"><b>Application for Federal Employment Form Number SF-171</b>  <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a></p>	<p style="text-align: center;"><b>Resume or Other written application format with information requested below.</b>  <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a></p>
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If your resume or application does not provide all the information we request, you may lose consideration for a job. Applicants 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.

Your resume or application format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

**☞☞ JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

**☞☞ PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).  
 Social Security Number.  
 Country of citizenship.

**☞☞ EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.  
 College and/or 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).  
 To obtain educational credit, applicants must submit a copy of all college transcripts.

**☞☞ WORK EXPERIENCE**

Copy of latest Personnel Action (SF-50B) if current or former Federal employee.  
 Highest Federal civilian grade held (give job series and dates held).  
 Work experience (paid and unpaid)  
 Job title (include series and grade if Federal job)  
 Duties and accomplishments  
 Employer's name and address  
 Supervisor's name and telephone number  
 Starting and ending dates (month and year)  
 Hours per week  
 Salary  
 Indicate if we may contact your current Supervisor.

**☞☞ OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested.  
 Job related training courses  
 Job related skills, i.e., computer software/hardware, tools, typing speed  
 Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)  
 Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**Submit the following documents along with your chosen application format if you are in one of the following categories:**

<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b>
<p>☞☞ Current Billet description</p> <p>☞☞ Most recent "Commissioned Officers Effectiveness Report".</p> <p>☞☞ Child Care Statement Form</p> <p>☞☞ Copies of Licensures</p>	<p>☞☞ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</p> <p>☞☞ Current Albuquerque Area employees may state that proof of Indian Preference is on file in the Official Personnel Folder</p> <p>☞☞ Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p>☞☞ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veterans Preference, Form SF-15.</p> <p>☞☞ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</p> <p>☞☞ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p>	<p>☞☞ Copy of latest Notification of Personnel Action, SF-50</p> <p>☞☞ Copy of current performance appraisal.</p> <p>☞☞ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</p>