

**COMPETITIVE
VACANCY RE-ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401
ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
January 3, 2003

**POSITION: Nurse Practitioner
(FB9923)**

**LOCATION: PHS Indian Health Center
Diabetes Project
New Town, North Dakota**

**SALARY: GS-610-09, \$47,359 or
R4**

GS-610-11 \$53,007 per annum

VACANCY NUMBER: DEU-01-03-NT-

**OPENING DATE: Jan. 9, 2003
2003**

**CLOSING DATE: Jan. 30,
2003**

Applications and related documents must be received at the above address postmarked by the closing date of this announcement. For information contact TROY BAD MOCCASIN at (605) 226-7217. All applications are subject to retention, no requests for copies will be honored. FAX NUMBER: (605) 226-7668 (**NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS**).

APPOINTMENT:

Permanent

Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

WORK SCHEDULE:

Full-Time

Part-Time

Intermittent

MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL: Yes No *Call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified time frames.

If applicable, "the selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal service."

NOTE: Persons who submit incomplete applications will be given credit only

for the information they provide and may veteran's preference determination, Indian and/or experience. Also, additional or alt 90 days of the date the selection roster v vacant or to fill an identical position.

All applicants are required to complete the : Federal Employment Indian Health Service Positions" and "Signature, Certification, and determine eligibility for federal employment. **considered for this designated child care complete and submit this form or if you : questions.**

**GRADE POTENTIAL: Yes to GS-11
 No**

*M

THE INDIAN HEALTH SERVICE HAS A ZERO HARASSMENT POLICY, IHS CIRCULAR N DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY : Any U. S Citizen.

DUTIES AND RESPONSIBILITIES: Incumb preventive and therapeutic health care serv Secures a health and developmental history findings and makes critical evaluation. Perf techniques of observation, inspection, auscu diagnostic instruments. Performs or reques tests and laboratory tests and interprets res abnormal findings to recognize early states problems. Makes decisions concerning me physicians as well as decisions regarding nu manages specific minor illnesses. Gives dir care in emergencies and in the presence of life, provide comfort, reduce stress and enh components of the nursing regimen that ma personnel. Provides surveillance of adhere stabilized chronically ill persons; adjusts req recognizing when to refer the patient to the Evaluates the nursing and medical aspects the need of reassessment by a physician or health care and preventive services to health nutrition, common illnesses, accidents, child rearing. Evaluates total health care needs those needs.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in Operating Manual (Qualification Standards for General Schedule Positions):

Basic Requirements:

Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Registration: Applicants must have active current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Additional Requirements:

GS-09: Completion of all requirements for a master's or equivalent degree or two (2) full years of progressively higher level graduate education OR one (1) year of experience equivalent to at least the GS-7 level.

GS-11: Completion of all requirements for a doctoral degree (Ph.D or equivalent) or three (3) full years of progressively higher level graduate education OR one (1) year of experience equivalent to at least the GS-9 level.

Evaluation of Education: Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to requirements of the position to be filled.

Evaluation of Experience: Experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. Many positions required experience in a specialty area of nursing.

Selective Placement Factor: Certification as a Nurse Practitioner by the appropriate certifying body is required for this position and proof of such must be provided as part of the application.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - N

1. Knowledge of nursing principles, th
2. Ability to use protocols to assess ar
3. Ability to counsel and teach.
4. Ability to plan, organize and manag
5. Knowledge in applying quality assu nursing standards governing nurse

HOW TO APPLY: Applicants must submit t
Indian Health Service, Division of Personne
309, 115-4th Avenue, S.E., Aberdeen, Sout
MUST INCLUDE ALL THE APPLICABLE D

1. Applicants may submit ONE of the follc
Federal Employment; b) SF-171, Appli
Resume; or d) any other written applica
2. Current Performance Rating, if availabl
3. If you wish to substitute appropriate edu
your transcripts along with your applicat
the position being filled then your educa
4. For current or former Federal employee
Personnel Action (SF-50B) is required.
5. **VETERAN'S PREFERENCE CERTIFIC**
discharge and or Form SF-15, claiming
be allowed unless a copy of the DD-214
6. **All applications for this position MUS**
Declaration for Federal Employment
Indian Child Care Worker Positions"
Release of Information" form (see at

EMPLOYMENT OF PEOPLE WITH DISABI

IHS provides reasonable accommodations i
a reasonable accommodation for any part o
please notify Alice LaFontaine, Selective PI
decision on granting reasonable accommoc

INFORMATION REQUIRED ON RESUMES

FORMATS: Resumes or other application f
listed below in sufficient detail to enable the
determination that you have the required qu
include any of the information listed belc
for this position. Additional information v

- a. Announcement Number, Title, and Gr
- b. Full name, mailing address (with zip cc
(with area codes).
- c. Social Security Number
- d. Country of citizenship

- e. veterans preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), average hours worked per week, and salary (beginning/ending).
- j. Indicate if we may contact your current supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration 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 determination of unsuitability for Federal employment. If a position is **REANNOUNCED** again please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR 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 (CES) 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 limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the 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 a least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)

- o. meet the basic qualifications for the position and physical requirements with any reasonable accommodations and satisfactorily perform the duties of the position.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE ICTAP TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced federal employee you may be eligible for special priority selection under the ICTAP. To receive this priority selection you must:

1. Be a displaced Federal employee. You must submit documentation such as a RIF separation notice from Personnel Management (OPM) or your current employer to receive consideration status with your application. Displaced employees are considered displaced employees if:
 - A. Current or former career or career-competitive service employees who:
 1. Received a specific RIF separation notice;
 2. Separated because of a competitive service position being terminated, and whose former position was not replaced; or
 3. Retired with a disability and subsequently being terminated; or
 4. Upon receipt of a RIF separation notice, the RIF and submits a Standard Form 50 (SF-50) in lieu of RIF; or
 5. Retired under the discontinued duty provision; or
 6. Was separated because he/she was unable to perform a directly related reassignment to another position.
 - B. Former Military Reserve or National Guard member who received special OPM disability retirement under 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 are being separated.
3. Have a current (or last) performance rating of record of a least fully successful or equivalent. This must be submitted with your application package. This requirement does not apply to candidates who are separated due to injury or disability retirement.
4. Occupy or be displaced from a position at or below the grade level of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and application criteria (e.g., submit all required documentation etc.)
6. Be rated well qualified for the position in terms of the quality ranking factors, physical requirements, and is able to satisfactorily perform the duties of the position.

**THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY
EMPLOYER.**

Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions

appropriate

Name: _____ Social Security Number: _____
(Please print)

Job Title in Announcement: _____
Announcement Number: _____

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child Care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian Children. The Agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? (If "YES", provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or current court involved.)

_____ YES _____ NO

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or Tribal Law involving crimes of violence; sexual assault, molestation, contact or prostitution; or crimes against persons; or offenses committed against children? (If "YES", provide date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)

_____ YES _____ NO

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; & (2) 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 right to challenge the accuracy and completeness of any information contained in the report.

I certify that I have been notified by the fingerprints and National Agency Check condition of employment. I further understand that my employment is contingent upon satisfactory results from a criminal history check. I understand that my right to obtain a copy of any criminal history report made available to the Indian Health Services, and my right to challenge the accuracy and completeness of any information contained in the report.

I consent to the release of information about my employment by employers, schools, law enforcement agencies, and organizations to investigators, personnel, and employees of the Federal Government.

I certify that, to the best of my knowledge, the information provided is true and made in good faith. I understand that my employment is contingent upon satisfactory results from a criminal history check. I understand that my right to obtain a copy of any criminal history report made available to the Indian Health Services, and my right to challenge the accuracy and completeness of any information contained in the report. (U.S. Code, Title 18, Section 1001)

SIGNATURE (Sign in ink - do not print)

TYPE OR PRINT NAME

MUST HAVE ORIGINAL SIGNATURE

SIGNATURE

DATE

**Signature, Certificate, and Release of Information
(this information is required under P.L. 101-630, 101-647, and 101-648)**