

**DEPARTMENT OF HEALTH AND HUMAN SERVICE
INDIAN HEALTH SERVICE
PHS INDIAN HOSPITAL
P.O. Box 860
WHITERIVER, ARIZONA 85941**

Announcement
No: WRSU-04-003-OCA

Opening Date: January 01, 2004
Closing Date: December 31, 2004

Personnel: _____ Date: ____

POSITION/SERIES/GRADE SALARY:

**Clinical Nurse (Outpatient)
GS-610-9, \$48,072.00 - \$58,890.00 per annum
Special Salary Rate in accordance with USC 5303**

LOCATION/DUTY STATION:

Outpatient Nursing Department
Whiteriver Indian Hospital
Whiteriver, AZ

TYPE/NUMBER OF POSITIONS:

1 Permanent (full-time)

AREA OF CONSIDERATION:

IHS Wide

SUPERVISORY/MANAGEMENT

X No, May require one year probationary period

PROMOTION POTENTIAL:

X No

HOUSING:

X Government housing may be available

TRAVEL EXPENSE:

X Yes, may be paid in accordance
with Federal Travel Regulations.

Condition of Employment: Immunization Requirement: If the selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. Those born prior to 1957 need only to provide proof of immunity for Rubella. The duty location may provide immunization or determine immunity or antibody through testing.

Brief Description of Duties: The incumbent will have knowledge of Nursing principles and practices to provide Nursing care to patients throughout the age continuum with a variety of medical, surgical, pediatric, geriatric, gynecological, prenatal, and health maintenance needs. The major duties and responsibilities include, but are not limited to: Patient assessment for physical, mental, psychosocial, spiritual, developmental, & educational needs of the patient/family. Provides nursing interventions based on the patient's interview, assessment, & review of the medical records, etc. Evaluates the effectiveness of the interventions and modifies as necessary through re-assessment. Nursing interventions include medication & immunization administration, intravenous lines, electrocardiograms, outpatient procedures such as, wound care, pain management, and provides assistance with minor surgical and special procedures. Initiates emergency interventions as indicated, e.g. Basic Life Support. Incumbent will be required to have knowledge and skill in the operation of specialized equipment including but not limited to infusion pumps, electrocardiogram instrument, small volume nebulizer, pulse oximetry, gumco suction, glucometer, and other automated equipment, etc. Collaborates with other disciplines and departments to meet the identified patient/family care needs. The incumbent will be a patient advocate and will ensure the patient's autonomy, confidentiality, rights, values, and dignity are preserved and protected. The incumbent will have knowledge of the principles of infection control and quality improvement.

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

Basic Education Requirements: 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.

In addition to meeting the basic registration and education requirements, candidates must have one of the following:

Grade

GS-9

Education

2 full year of progressively higher-level graduate
Education or a master's or equivalent degree

or

Experience

1 year of experience equivalent to
at least the GS-7 level

If you are substituting education for experience, you are required to provide evidence of the education by providing your official college transcripts.

If this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required “Addendum to Declaration for Federal Employment: Consideration for an offers of employment may be denied if there are affirmative responses on the addendum to the Declaration for Federal employment.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

Time-In-Grade-Restriction: Merit promotion candidates must have completed 52 weeks of service in positions no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A Authority without regard to time-in-grade-requirements).

Selective Service Certification: If you are 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 Selective Service System.

Legal and Regulatory Requirements: Candidates must meet time after competitive appointment, time-in-grade restrictions, and qualification requirements by the closing date of the vacancy announcement.

Indian Preference: Applicants or current Federal service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or **BOTH**. If not, they will be considered under the IHS Merit Promotion Plan only.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Equal Employment Opportunity: The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity without regard to race, color, sex age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encourage to apply.

Instructions for PHS Commissioned Corps Candidates: Active duty applicants must submit a copy of current billet description, resume, or curriculum vitae. If not on active duty but have applied for the Commissioned Corps, submit the same information as above (except billet description).

NOTE: Commissioned Corps applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard or the Civil service standard, if not Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA-4432, as proof of Indian Preference and also proof of possession of the appropriate license.

Additional selection may be made from this announcement within 90 days from the date of the certificate, provided the vacant position is an identical position, same geographical location and same conditions of employment.

Additionally, **ALL** applicants for positions which involve contact with Indian Children must sign the attached statement, in accordance with the Child Protection and Family Violence Prevention Act of 1990, that they have not been found guilty of, or entered a plea of nolo contendere or guilty to any offense under Federal, State, or Tribal Law involving crimes of Violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against children.

HOW TO APPLY: Interested applicants must submit **ONE** of the following: 1) OF-612, Optional Application for Federal Employment, 2) Resume, or 3) any other written application format; **PLUS** Transcript of College Courses, a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being advertised) to the **OFFICE OF HUMAN RESOURCES, WHITERIVER INDIAN HOSPITAL, P.O. BOX 860, WHITERIVER, ARIZONA 85941-0860 by 5:00 p.m. on the closing date. Once an application is received, we will not honor requests for copies. TELEFAXED COPIES WILL NOT BE ACCEPTED.** For information or questions regarding this vacancy announcement contact the Office of Human Resources, at (928) 338-4911, ext. 3558/3559.

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 qualification for the 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. **Veterans' Preference (attach DD-214);** If you are claiming 10 point Veteran Preference (disabled widow, wife or mother of a totally disabled veteran), also submit a Standard Form 15, (Claim for 10-point Veteran Preference) with the required documentary proof (VA Certificate).
6. **Reinstatement Eligibility or verification of prior Federal service, you must attach a copy of your most recent Official Personnel Action, SF-50.**
7. Highest Federal civilian grade held (give job series and dates held).
8. High school - Name, City, State (zip Code), and date of diploma or GED.
9. Colleges and Universities - Name, city, state, (zip code); Majors, Type and year of any degrees received (if no degree, show total semester or quarter hours earned). **To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.**
10. Work experience (paid or nonpaid) Job Title, Duties and accomplishments, Employer's name and address, Supervisor's name and phone number; Starting and ending dates (month and 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.
13. **Bureau of Indian Affairs (BIA) Form 4432,** Verification of Indian Preference OR for internal candidates note on your application that your Indian Preference form is a matter of official record in your Official Personnel Folder (OPF) for those applicants claiming Indian Preference.
14. **Copy of current RN license and any certification you may currently have.**
15. Supplemental Questionnaire on Knowledge, Skills and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
16. **Performance Appraisal,** if available, must be the most recent appraisal.
17. **Required, Application Questionnaire for Child Care Position with original signature and date.** If submitted without original signature and date, the application is incomplete and you will not be considered.
18. **Required, Declaration for Federal Employment (OF-306).**

NOTE: Persons who submit incomplete applications will not be considered.

All material submitted for consideration under this announcement becomes the property of the personnel office 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.

Selectee(s) will be required to sign the Declaration for Federal Employment form (OF 306) certifying to the accuracy and truthfulness of the information provided in their application, at time of application, to be considered for the position.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
THIS IS A SMOKE FREE FACILITY**

WE DO ACCEPT FAXED APPLICATIONS AS LONG AS THEY ARE COMPLETE

**SUPPLEMENTAL QUESTIONNAIRE
On Knowledges, Skills and Abilities**

Position: **Clinical Nurse (Outpatient), GS-610-09**

Evaluation Method: Evaluation will be made of experience, performance appraisals, training, letters of commendation, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualification, provide a narrative statement of your background as it relates to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualification in each of the following:

1. Describe your knowledge, skills and ability of nursing principles & practices in caring for patients throughout the age continuum, including gynecology and prenatal patients.

2. Describe your knowledge, skills and abilities in the concept of verbal & written communication with patients/families and other professional staff.

3. Describe your knowledge, skills and abilities in basic computer literacy.

Information you provide is considered to be a part of your application and as such are certified by your signature on the OF-612 or equivalent.

Signature

Date

ADDENDUM TO DECLARATION FOR FEDERAL EMPLOYMENT
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS
(Civil Service and Commissioned Corps Applicants)

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, require a criminal record check 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 to violent crimes.

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

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|----|---|-----|----|
| 1) | Have you ever been arrested for or charged with a crime involving a child: [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.] | 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, exploitation, contact or prostitution, or crimes against a persons; or offenses committed against children? [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.] | Yes | No |

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that 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.

APPLICANT'S SIGNATURE

DATE

MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE

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 or a Certification 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 current DHHS career-conditional (tenure group I or II) competitive employee who 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 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, any documented selective factor, physical requirements with any reasonable accommodation and is 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 must be entitled to receive special priority selection under 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 or 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 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 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.