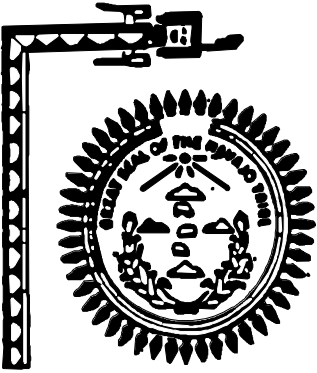


**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

CH-03-06

OPENING DATE

January 16, 2003

CLOSING DATE

FEBRUARY 6, 2003

POSITION

FITNESS SPECIALIST

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, CHINLE, ARIZONA
HPDP/WELLNESS CENTER

GRADE/SALARY

GS-0601-07, \$31,546 PER ANNUM;
GS-0601-09, \$38,588 PER ANNUM

NUMBER OF VACANCIES

TWO VACANCIES, (712402/712403)

APPOINTMENT

PERMANENT
 TEMPORARY
NTE: _____

WORK SCHEDULE

* FULL-TIME
 PART TIME
 INTERMITTENT

AREA OF CONSIDERATION

COMMUTING AREA
 NAVAJO AREA WIDE
 IHS WIDE
 DHHS WIDE

**INCUMBENT MAYBE REQUIRED TO TRAVEL; WORK EXTRA TIME AND ODD SCHEDULES.*

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE YEAR PROBATION
 NO

PROMOTIONAL POTENTIAL

YES, TO GRADE GS-09
 NO KNOWN POTENTIAL

HOUSING

YES, GOVERNMENT HOUSING AVAILABLE
 PRIVATE HOUSING ONLY

TRAVEL/MOVING

MAYBE PAID FOR ELIGIBLE EMPLOYEES
 NO EXPENSES PAID

DUTIES: Incumbent works with a high degree of independence; must be able to exercise independent professional judgment in carrying out an exercise plan. Serves as a fitness specialist and educator to provide direct patient care to individuals, groups, and families. Conducts health assessments for clients. Designs primary and secondary levels of fitness plans consistent with cultural, social, and physiological requirements. This is accomplished through counseling, reviews of diabetic health summaries and fitness center files, and consultation with health care providers. Monitors and evaluates the progress of clientele independently; able to make changes in exercise plans and techniques in response to treatment. Retrieves and reviews patient's medical, laboratory, and pharmacy history using the Diabetic Standard Health Summary via RPMS. Conducts clinical recreational therapy in accordance to exercise science practice and maintains dialogue with SCU Physical Therapy. Monitors pre, intermittent, post blood glucose tests for all diabetic clients in accordance to the American Diabetes Association's recommendations. Plans for and facilitates group teaching and training of clients, staff, and community members to expand services and increase public awareness of diabetes control and prevention and other chronic diseases. Directs dialogue with medical health providers. Provides consultation to professional and paraprofessional staff that provides services to clients to encourage continuity of care. Provides specific technical information to the executive staff and administration, as well as, to other programs at the local, tribal, state, and federal levels. Utilizes latest scientific and computer knowledge in providing and evaluating services. Performs other related 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 REQUIRED: YES

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: **Degree:** major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-07 level to qualify for the GS-09 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-07 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of the type of experience that will be credited are: providing consultation and training to clientele which present a wide variety of exercise/fitness related health conditions such as diabetes, obesity, hypertension and gestational diabetes. This would include such things as analyzing the clients fitness needs and translating this into individual fitness plan; developing exercise and fitness activities that support the Navajo concept of fitness and wellness.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Graduate education meets the specialized experience required in those instances where it is directly related to the work of the position. GS-07 – One year of graduate-level education or superior academic achievement. GS-09 – Two years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree. This education must have been obtained in an accredited college or university.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have had 52 weeks of specialized experience equivalent to at least the GS-07 level to qualify for the GS-09 grade level and 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-07 grade level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization 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 that requires regular work at a Service Unit.

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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0601 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 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 Service who are entitled to Indian Preference.

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

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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

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, those with a 30% or more compensable service-connected disability).

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

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 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 limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted 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. Meets the basic qualification 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 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 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 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 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 community area.

OR

- B. Former Military Reserve or National Guard Technician 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 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 factor, 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 Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the 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 accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF PRINCIPLES, PRACTICES AND PROCEDURES OF EXERCISE SCIENCE TO DEVELOP FITNESS PLANS AND CONDUCT HEALTH ASSESSMENTS**
2. **KNOWLEDGE AND SKILL IN THE USE AND APPLICATION OF THERAPEUTIC EXERCISE PROCEDURES**
3. **KNOWLEDGE AND UNDERSTANDING OF EXERCISE SCIENCE PRINCIPLES, CONCEPTS, AND PROCEDURES IN THE INTERVENTION STRATEGIES**
4. **KNOWLEDGE OF SAFETY AND INJURY PREVENTION TECHNIQUES IN RELATION TO EXERCISE AND FITNESS EQUIPMENT AS WELL AS MAINTENANCE OF EQUIPMENT**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: “Declaration for Federal Employment” (OF-306), AND Addendum to OF-306 (Child Care & Indian Child Care Worker Positions), BOTH forms, 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.**

“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

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

All applicants claiming Indian Preference MUST submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

****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 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. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior 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 shows Total semester or Quarter Hours earned). (Attach Transcripts);
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 (month/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: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Darlene Yazzie, Human Resource Specialist, (928) 674-7032

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

COMMISSIONED OFFICER: Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard; or the civil service standard, if no 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 applicant 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 knowledge, skills and abilities that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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

| | | | |
|------------------------|------|---------------------|------|
| EEO REVIEW CONCURRENCE | DATE | PERSONNEL CLEARANCE | DATE |
| ===== | | | |

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-03-06. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
FITNESS SPECIALIST, GS-0601-09/07**

1. **KNOWLEDGE OF PRINCIPLES, PRACTICES AND PROCEDURES OF EXERCISE SCIENCE TO DEVELOP FITNESS PLANS AND CONDUCT HEALTH ASSESSMENTS.** The person in this position must be able to apply the principles, practices, and procedures of exercise science to design primary and secondary levels of fitness and exercise plans consistent with cultural, social and physiological requirements and to conduct health assessments. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **KNOWLEDGE AND SKILL IN THE USE AND APPLICATION OF THERAPEUTIC EXERCISE PROCEDURES.** The person in this position must have the knowledge and skills to appropriately apply therapeutic exercise techniques in order to provide efficient patient care and maximize a patient's functional status. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE AND UNDERSTANDING OF EXERCISE SCIENCE PRINCIPLES, CONCEPTS, AND PROCEDURES IN THE INTERVENTION STRATEGIES.** The person in this position must be able to apply therapeutic treatment including all

complex evaluations for patients in an outpatient setting. Must have the ability to apply the concept and procedures of treatment to provide efficient patient care. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **KNOWLEDGE OF SAFETY AND INJURY PREVENTION TECHNIQUES IN RELATION TO EXERCISE AND FITNESS EQUIPMENT AS WELL AS MAINTENANCE OF EQUIPMENT.** The person in this position must be able to apply safety and injury prevention techniques relating to exercise and fitness equipment to ensure safe operation of and proper use of equipment to prevent injury to patients and that equipment are properly maintained. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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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