



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept fax or e-mail applications
Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

OPENING DATE

CLOSING DATE

SR-08-113

September 16, 2008

October 6, 2008

POSITION

NURSE SPECIALIST

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Nursing Services
Nursing Administration
Shiprock, New Mexico

GRADE/SALARY

GS-610-11 \$64,198 - \$78,643 per annum

NUMBER OF VACANCIES

One (1) Vacancy (3018-21)

APPOINTMENT

[X] PERMANENT

WORK SCHEDULE

[X] FULL TIME

AREA OF CONSIDERATION

[X] IHS WIDE

PROMOTION POTENTIAL

[X] NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

[X] NO

HOUSING

[X] PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

[X] WILL BE PAID

DUTIES: Serve as the Patient Care Coordinator/Case Manager for inpatient and outpatient nursing services, incumbent will assist in the determination of available third party resources through daily monitoring of patient admissions and work closely with social workers, physicians and other health care providers to ensure implementation of appropriate discharge planning, case management and bed utilization. Cover as a relief House Supervisor Clinical Nurse to ensure nursing administrative coverage is available 24-hours. Develop, implement, evaluate and revise the Service Unit Patient Care Coordination and Case Management program for nursing services to comply with requirements. Ensure continuity of care for patients from admission, thorough hospitalization and discharge, and on through post hospitalization care as needed. Responsible for coordinating available resources by identifying, mobilizing, and utilizing these resources to meet patient needs and clinical outcomes. Make daily rounds on all inpatient units to meet newly admitted patients and determine patient care coordination requirements. Ensure that the patient discharge planning requirements are done in a timely and cost effective manner to maximize bed utilization. Ensure that discharge planning and patient care rounds are completed for inpatient units within requirements. Function as a liaison between patients and/or other health care facilities. Monitor and evaluate patient care coordination process by reviewing charts of patient. Work collaboratively with the Contract Health Services Case Manager and Physician to determine what the most cost effective plan of care is for those patients who were referred and admitted to other health care facilities. Provide information to Providers based on the diagnosis and treatment plan and what alternate resources and services are available for the patient's plan of care. Utilize various patient education resources to patients/families. Collect relevant data and submit report on a monthly basis on service utilization, identified problems and status of resolutions, patient satisfaction, etc. Work is performed on a rotational basis on day shift, including weekends, and holidays.

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: YES

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.

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-09 to qualify for the GS-11 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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience, which will be credited, are: application of professional nursing principles, practices and procedures required to provide nursing care to patients. Working experience in designing, developing, and directing nursing care in all areas; experience in planning, directing and coordinating the work of support nursing and administrative personnel.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

To obtain education credit, applicant must submit a college transcript; diploma; license; or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Excepted Service Examining Plan may be considered without regard to 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 GS-9 level to qualify at the GS-11 level.

**CONDITIONS OF EMPLOYMENT:** Immunization Requirement-Upon employment, 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 or any Area Office position, which requires regular work at a Service Unit.

**OTHER SIGNIFICANT FACTORS:** This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

**PHYSICAL DEMANDS:** Work involves prolonged periods of paper work and sitting, as well as walking, standing, pushing, bending and reaching. Some lifting is required to assist in patient care and some moving of medical equipment and supplies. Require long periods of speaking with patients, staff and families to affect health care needs and compliance. Work is performed on a rotational basis on day shift, including weekends, and holidays.

**WORK ENVIRONMENT:** Work is performed in the hospital environment, conference rooms, and offices in formal and informal settings, may also include meetings outside the hospital. Exposure to contagious and infectious disease is a common risk. There is some degree of risk involved in working with emotionally disturbed patients or patients who are under the influence of substance/alcohol.

**SELECTIVE PLACEMENT FACTOR:** Applicants must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. (Attach copy of licensure)

**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 OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

**WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligible e.g., reinstatement eligible 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 (ESEP) Candidates:** Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and competitive service employees of reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

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

**COMMISSIONED OFFICERS:** Commissioned officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel office against the applicable Preston Standards or the Civil Service Standards, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).** If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career or career-conditional (tenure group I or II competitive services 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 of 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 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 our application package. The following categories of candidates are considered displaced employees.
  - A. Current of former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or current
    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 begin terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit 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.
  - 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 for 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, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other 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 principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF PROFESSIONAL NURSING PRINCIPLES, PRACTICES, AND PROCEDURES.
2. KNOWLEDGE OF HEALTH CARE MANAGEMENT PRINCIPLES AND TECHNIQUES.
3. SKILL IN INTERPERSONAL RELATIONS.
4. KNOWLEDGE OF DISCHARGE PLANNING.
5. KNOWLEDGE OF COMPUTER PROGRAMS.

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Branch of Human Resources, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date.

1. OF-612 – Optional Application for Federal Employment;
2. or Resume;
3. or any other written application format.

- Plus:
- ❖ BIA Form 4432, if applicable.
  - ❖ OF-306, Declaration for Federal Employment.
  - ❖ Addendum for Child Care & Indian Child Care Worker position.
  - ❖ If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last "Notification of Personnel Action" (SF-50) and if you are a current federal employee a copy of your most recent Performance Appraisal.
  - ❖ Any other necessary documentation pertinent to the position.

**Applicants claiming Indian Preference** must submit 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, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled 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:** 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.

"Declaration for Federal Employment" (OF-306) and the addendum for Child Care & Indian Child Care Worker positions must be completed and submitted with an 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.

For more information contact: Gloria Redhorse Charley, HR Specialist, 505/368-6095; E-mail: gloria.redhorse-charley@ihs.gov.

**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualification 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 codes) and day and evening phone numbers (with Area Codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans; Preference Certificate - DD-214, indicating Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible;
6. High school - Name, City, State (zip code if known), and date of diploma or GED;
7. 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);
8. Work Experience (paid and non-paid) - Job title, duties and accomplishments, Employer's Name and Address, Supervisor's name and phone number, starting and ending date (month/year), hours/week, and salary;
9. Indicate if we may contact your current supervisor;
10. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments;
11. Highest federal civilian grade held (give series and date held).

**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. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

**REASONABLE ACCOMMODATION:** 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.


**ADDITIONAL SELECTIONS:** Additional or alternate selection 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 geographical location.

**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 CERTIFICATE:** 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 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.

  
\_\_\_\_\_  
**HUMAN RESOURCES CLEARANCE**

  
\_\_\_\_\_  
**DATE**

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-113. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO 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 QUALIFICATION STATEMENT  
NURSE SPECIALIST, GS-610-11

1. KNOWLEDGE OF PROFESSIONAL NURSING PRINCIPLES, PRACTICES, AND PROCEDURES. This is the professional knowledge of nursing concepts, principles, standards of nursing practices, as well as effective experience with patient specific practices and procedures to analyze (plan, implement, and evaluate) scope of problems associated with providing appropriate, cost effective care to IHS beneficiaries. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. KNOWLEDGE OF HEALTH CARE MANAGEMENT PRINCIPLES AND TECHNIQUES. This is the working knowledge of health care management principles and techniques to recognize needs for improvement and offer solutions to a wide variety of management problems. To integrate and apply contract health services to address and resolve the unique problems and activities arising in the contract and/or alternate health care delivery systems. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. SKILL IN INTERPERSONAL RELATIONS. This includes the skill to provide information and instructions in clear, concise and in a courteous manner, perceptiveness in dealing with others, and the ability to exercise tact, and mature judgment in meeting and dealing effectively with a variety of individuals and groups, representing various types of medical/social situations. What in your background would indicate that you possess this skill?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. KNOWLEDGE OF DISCHARGE PLANNING. The person in this position would be responsible for coordinating the available resources by identifying, mobilizing, and utilizing those resources to meet the patient needs. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. KNOWLEDGE OF COMPUTER PROGRAMS. This is the working knowledge of computers and various programs to utilize spreadsheets, database and display graphics to compile, analyze and display information. Includes the knowledge to utilize various word processing programs and complete correspondence reports and other documents, utilize e-mail and the internet. What in your background would indicate that you possess this knowledge?

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 and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date