

Department of Health and Human Services  
Public Health Service  
Indian Health Service

**DIRECT HIRE AUTHORITY VACANCY ANNOUNCEMENT**

These positions are also being filled through Office of Personnel Management's Government-wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three," Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

**INDIAN PREFERENCE POLICY:** The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal

**Announcement No:**

**DH-08-05**

**Opening Date:**

**March 03, 2008**

**Closing Date:**

- Closes December 31, 2008

**Area of Consideration:**

**Bemidji Area Only**

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**POSITION TITLE, SERIES, GRADE**

Practical Nurse

**OFFICE LOCATION:**

Bemidji Area IHS facilities

- Cass Lake Indian Health Service, Cass Lake, MN
- Red Lake Indian Health Service, Red Lake, MN.
- White Earth Indian Health Service, Ogema, MN

**SALARY RANGE:**

GS-04: \$26,569 - \$34,545

GS-05: \$29,726 - \$38,639

Position is neither managerial nor supervisory

Number of Vacancies: Position to be filled as vacancy occurs.

Who May Apply:

This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human service has a severe shortage of candidates or a critical hiring need. As such this notice is targeted to qualified United States citizen's and are not current permanent Federal employees.

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**CONDITIONS OF EMPLOYMENT:**

- Positions may be permanent or temporary, term full-time, part-time or intermittent (work only when called).
- Promotional Potential: Position may be filled at one of the grade levels listed above. Or depending on location some permanent positions may have promotional potential to GS-5 level.
- Incumbents of these positions are Subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled

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**BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Practical Nurse performs a variety of responsible nursing care tasks involving standardized procedures requiring knowledge and consideration of specific patient conditions and treatments and ability to work independently in completing assignments. Duties may include, but are not limited to, screening and assessing patients; obtains and records vital signs; administers prescribed treatments and medications by oral, subcutaneous, intramuscularly, and intravenous routes; sets up treatment rooms with necessary instruments and supplies; assists physician in diagnostic procedures; and shares in the responsibility of patients' clinical records. Understands the disease process and ability to recognize physical, psychological, social and environmental needs. Participates in patient/family teaching. Maintains a clean and safe work environment ensuring adequate supplies are available and properly reporting missing and/or defective equipment. Performs other related duties as assigned.

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## **COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT**

### **Basic Requirements:**

*Licensure:* Candidates must be currently licensed to practice as practical or vocational nurses in a State or territory of the United States or the District of Columbia or must have applied for a license to practice. Applications of candidates possessing a license must be accompanied by a certified or photostatic copy of the license, a notarized statement attesting to the fact, or a citation of the license number and State issuing it. Non-licensed candidates who have completed their training may be appointed subject to obtaining the required license during the probationary period. Those not licensed must furnish the date on which they applied for a license and the jurisdiction involved. No person appointed pending licensure may be retained beyond the probationary period if licensure has not been attained.

Applicants who meet the licensure requirement are considered fully qualified for GS-3.

### **Additional Requirements for Grades GS-4 and Above:**

#### **EXPERIENCE**

Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus.

*For GS-4:* 6 months of nursing experience is required.

*For GS-5 and above:* 1 year of nursing experience equivalent to at least the next lower grade level is required.

#### **EDUCATION/TRAINING**

*For GS-4:* Successful completion of a program in practical nursing of a least 9 months' duration combined with 1 year of nursing assistant experience; or successful completion of a 2-year degree program in an accredited community college, junior college, or college or university in practical nursing.

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**TIME-IN-GRADE REQUIREMENTS:** Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

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#### **EVALUATION METHOD:**

Evaluation is made on the basis of appropriate education, experience, performance, appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated.

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 described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below.

All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs, and submit their answers and responses as a separate attachment. The information provided will be used to determine the .Best Qualified. Candidates.

**Failure to respond to the KSA questions may result in loss of consideration.**

Please address the following **Knowledge, Skills, and Abilities (KSAs)**.

1. Knowledge of the human body structure.
2. Knowledge of sterilization technique and procedures
3. Ability to meet, deal and work with medical, surgical and psychiatric patients
4. Knowledge of and skill in the performance of personal and nursing care procedures and techniques.

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#### WHERE TO APPLY:

**Indian Health Service  
Bemidji Area Human Resources  
522 Minnesota Avenue  
Bemidji, Mn 56601**

- A copy of this announcement may be obtained by calling **Tony Buckanaga** (281) 444-0486. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or **IHS Website**, [www.ihs.gov](http://www.ihs.gov).
- For additional information, contact the Division of Human Resources at (218) 444-0473.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

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#### OTHER IMPORTANT INFORMATION:

- **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 an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the 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.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

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Signature of Applicant

**THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER**

# HOW TO APPLY

Choose one of the following forms to apply for this job.  
Please submit one application or resume for each different job.

**Optional Application for Federal Employment**  
(Form number OF-612)

**Resume or Other written application format with information requested below.**

\*\*\*If your resume or application does not provide all the information we request, you may lose consideration for a job. 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.

Your resume or other application format **MUST** contain the following information:

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying

**PERSONAL INFORMATION**

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),  
Social Security Number  
Country of citizenship

**EDUCATION**

High School (name, city, and state) and date of diploma or GED  
College and/or universities (name, city, and state, major, type and year of degrees received)  
Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

**WORK EXPERIENCE**

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (if **Federal**, please indicate series and grade & submit SF-50)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone 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 (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**KSA Ranking Factors (see vacancy announcement)**

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

<p><b>COMMISSIONED OFFICER</b></p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p>	<p><b>INDIAN PREFERENCE</b></p> <p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p><b>VETERAN PREFERENCE</b></p> <p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran 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 connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p>	<p><b>FEDERAL EMPLOYEE</b> (Current, former, or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</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>
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# Applicant Background Survey

## GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or position(s) for which you are applying:**

**B. Year of Birth:**

**C. For Agency Use:**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

- HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- NOT HISPANIC or LATINO

**F. Race (select one or more)**

- AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

- Male
- Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

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|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I do not have a disability</li> <li><input type="checkbox"/> Deaf</li> <li><input type="checkbox"/> Blind</li> <li><input type="checkbox"/> Missing extremities</li> <li><input type="checkbox"/> Partial paralysis</li> <li><input type="checkbox"/> Complete paralysis</li> <li><input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>):</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Convulsive disorder</li> <li><input type="checkbox"/> Mental retardation</li> <li><input type="checkbox"/> Mental or emotional illness</li> <li><input type="checkbox"/> Severe distortion of limbs and/or spine</li> </ul> |
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### PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **■ Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **■ Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **■ Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.