



DEPARTMENT OF HEALTH AND HUMAN SERVICES



# NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A  
TOBACCO-FREE ENVIRONMENT.

VACANCY ANNOUNCEMENT  
**FD-08-91**

OPENING DATE  
**September 15, 2008**

CLOSING DATE  
**October 3, 2008**

POSITION  
**Fitness Specialist**

LOCATION AND DUTY STATION  
Division of Community Health Services, Wellness  
Center, PHS Indian Hospital, Fort Defiance, AZ

GRADE/SALARY  
**GS-601-09, \$45,040 - \$58,557 Per Annum**

NUMBER OF VACANCIES  
One Vacancy, PCN: 15WC71

APPOINTMENT  
 Permanent  
 Temporary  
NTE: 2 years

WORK SCHEDULE  
 Full Time  
 Part Time  
 Intermittent

AREA OF CONSIDERATION  
 Commuting Area  
 Navajo Area Wide  
 IHS Wide  
 DHHS Wide

SUPERVISORY/MANAGERIAL  
 YES, MAY REQUIRE ONE-YEAR PROBATION  
 NO

PROMOTION POTENTIAL  
 YES, TO GRADE: \_\_\_\_  
 NO KNOWN POTENTIAL

HOUSING  
 YES, GOVERNMENT HOUSING AVAILABLE  
 PRIVATE HOUSING ONLY

TRAVEL/MOVING  
 MAY BE PAID FOR ELIGIBLE EMPLOYEE  
 NO EXPENSES PAID

**DUTIES:** Incumbent serves as the Fitness Specialist providing exercise and fitness instructions and design for the Wellness Center clientele, and maintenance of fitness equipment. Conducts health assessments for clients that fall within two specific levels – primary (those undiagnosed or free from chronic disease including diabetes), and secondary (those diagnosed with chronic diseases including diabetes) and designs primary or secondary levels of fitness plans through reviews of diabetic and other health summaries and fitness center files, and consultation with health care providers. Retrieves and reviews patients’ medical, laboratory, and pharmacy history via RPMS. 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. Exercise demonstrations will be part of this teaching. Monitors and evaluates the progress of clientele independently, and makes changes to exercise plans and techniques in response to treatment. Conducts clinical recreational therapy per exercise science practice and maintain dialogue with FDIH Physical Therapy. Monitor pre, intermittent, and post blood glucose tests for all diabetic clients. Utilize latest health, fitness scientific and medical knowledge in providing and

evaluating health and fitness services. Consults with professional and paraprofessional staff of FDIH Physical Therapy, DM Program, Health Promotion, Medical Providers, and Pharmacists regarding clinical application and services.

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**YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**LICENSURE REQUIREMENT:** No.

**POSITIVE EDUCATION:** Yes.

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

Applicants who meet the basic requirements are fully qualified for the entry grade GS-5.

**IN ADDITION TO THE BASIC REQUIREMENTS:** Candidates must have 52 weeks of specialized experience equivalent to at least the GS-7 level to qualify for the GS-9 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 client fitness needs and translating this into individual fitness plans, developing exercise and fitness activities that support the Navajo concept of fitness and wellness.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** 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 in an accredited college or university.

**SELECTIVE PLACEMENT FACTOR:** None.

**TIME-IN-GRADE REQUIREMENTS:** If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority 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-7 to qualify for the GS-9 level.

**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.

**CONDITION 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 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 Unit or any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation 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.

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NOTE: Refer to OPM Operating Manual Qualification Standards Handbook, Series 601, for complete information. For more complete information, contact your Servicing Personnel Office. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office.

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**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 Federal service who are entitled to Indian Preference.

**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 provision of the Indian Health Service Excepted Service Examining Plan (ESEP). 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.

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 or more of continuous active service, may apply.

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**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 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 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 must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide 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.

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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 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) employee or be in a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service 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 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 are able satisfactorily to perform the duties of the position without undue interruption.

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INFORMATION FOR DISPLACED EMPLOYEE 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 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 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 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 (a score of 80 on a rating scale of 70 to 100) for the position including documenting selective factor, equality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.
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**EVALUATION CRITERIA:** 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 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 accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining 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 supplemental questionnaire for definitions.)

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**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the PHS Indian Hospital, Human Resources Branch, P.O. Box 649, Fort Defiance, Arizona 86504, by 5:00 p.m. on the closing date. For more information, contact Christina Bitsilly, HR Specialist, at 928/729-8259

1. OF-612, Optional Application for Federal Employment; or,
2. SF-171, Application for Federal Employment; or,
3. \*Resume; or
4. \*Any other written application format. Submit a copy of your most recent performance appraisal, a copy of your college transcript, and any other necessary documentation pertinent to the position being filled.

**A copy of an Official Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS Form 4432"**, signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference.** Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

**OF-306, "Declaration for Federal Employment"** and the **"Addendum"** 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 the two questions on the **Addendum** 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; or you may be fired after you begin work; or you may be fined or jailed.**

**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.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed as follows 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 AS FOLLOWS MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement numbers, title and grade of the position for which you are applying.
2. Full name, full mailing address, 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-point preference.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal 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, show total semester or quarter hours earned);
10. 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 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.

**E-MAILED OR TELEFAXED APPLICATIONS WILL NOT BE ACCEPTED.**

NOTE: Applicants 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, education, training and/or experience.

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

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

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**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.

<u>//s//Christina Bitsilly</u>	<u>09-12-08</u>
HUMAN RESOURCES CLEARANCE	DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - FD-08-91. 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 THE PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**FITNESS SPECIALIST, GS-601-09**

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 consistency 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 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 telephone number.)



3. KNOWLEDGE AND UNDERSTANDING OF EXERCISE SCIENCE PRINCIPLES, CONCEPTS, AND PROCEEDURES 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. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide 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 operations 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 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 (Sign in Ink)

\_\_\_\_\_  
Date