

We will not accept faxed or e-mailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT
NAO-08-48

OPENING DATE
09/23/08

CLOSING DATE
10/06/08

POSITION
Health Technician (Nutrition)

LOCATION AND DUTY STATION
Shiprock Service Unit – Division of Community Health
Health Promotion Disease Prevention Program
Shiprock, NM

GRADE/SALARY
GS-640-4; \$26,569 - \$34,545 per annum

NUMBER OF VACANCIES
One (1) Vacancy PCN: 30DM-07

<u>APPOINTMENT</u>	<u>WORK SCHEDULE</u>	<u>AREA OF CONSIDERATION</u>	<u>PROMOTIONAL POTENTIAL</u>
/x/ Permanent	Full Time	/x/ NAIHS Wide	/x/ No known potential
<u>SUPERVISORY/MANAGERIAL</u>	<u>HOUSING</u>	<u>TRAVEL/MOVING EXPENSES</u>	
/x/ None	/x/ Private Housing Only	/x/ No Expenses Paid	

DUTIES: The purpose of this position is to provide nutrition education in the Health Promotion Disease Prevention Program of the Shiprock Service Unit. Increases knowledge among people in the community by food demonstration using the essentials of good nutrition; teaches improved food storage, sanitation and safety measures, increases ability to manage family resources including the various food programs both private, state and federal. Develops nutrition educational materials such as posters, charts, pamphlets, leaflets, film displays. Selects and uses equipments such as slides and film projects. Provides follow up service to patients by referrals needing nutrition counseling or modified diets. During home visits, teaches food preparation of modified food items, provides guidance to family or helps family write or plan their meals to include necessary nutrients. Interviews and provides nutrition education to various school food service personnel; to the general public groups; to pre-school and elementary students. Works as a team member to assist in organizing dietary studies and comprehensive nutrition surveys and/or periodic surveillance when these are conducted at the service unit. Perform other related duties as assigned and have a motor vehicle driver's license to operate a GSA vehicle on occasion. Assists in developing, implementing, and updates of policies and procedures for nutrition education in the Wellness Center, in cooperation with the team members. Performs other duties as assigned.

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

EXPERIENCE AND/OR EDUCATION REQUIREMENTS:

GS 4: 6 months of general experience and 6 months of specialized experience **OR** 2 years above high school with courses related to the position.

GENERAL EXPERIENCE: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad area of the occupation ie. knowledge of human nutrition, knowledge of nutritional care, knowledge of social, cultural and economic factors, etc.

SPECIALIZED EXPERIENCE: Positions in this series range widely in type and include support duties to medical or health personnel such as audiologists, speech pathologists, medical officers and optometrists. Therefore, technician experience is experience that required application of the knowledge, methods and techniques of the position to be filled.

OR EDUCATION AND TRAINING FOR GS-4 level: Successful completion of 2 years of study that included 12 semester hours in subjects related to the position.

EDUCATION: Education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial or technical school.

CONDITIONS OF EMPLOYMENT: Immunization Requirement - 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.

SELECTIVE PLACEMENT FACTOR: None.

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: The work requires some physical exertion, such as standing, bending, stooping and carrying of food supplies or equipment and training materials.

WORK ENVIRONMENT: There is some exposure to infections and communicable disease.

TIME-IN-GRADE REQUIREMENTS: A candidate applying under the provisions of the Excepted Service Examining Plan may be appointed 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-03 level to qualify at the GS-04 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-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 Standards, Series GS-640, 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 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).

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 displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special 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 by achieving a score of 80 on a rating scale of 70 to 100 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 which are related to this position. To receive full credit for your qualifications provide a narrative statement which 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 foods and nutrition to apply basic dietary modifications to individual patient diets.
2. Skill in assessing nutritional status of patients in order to translate diet orders into a nutritional care plan.
3. Knowledge of cultural food habits and preference of a variety of Indian patients in order to incorporate desired foods into regular and modified diets and nutritional care plans.
4. Knowledge of educational techniques to provide individual and group nutrition education.

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the **Navajo Area Indian Health Service, Division of Human Resources, PO Box 9020, Window Rock, Arizona** by Close of Business on the closing date.

1. OF-612, Optional Application for Federal Employment;
2. *Resume; or
3. *Other written application format.

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

A copy of an Official Bureau of Indian Affairs Indian Preference Certificate, BIA 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 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 three (3) years or more of continuous active service may apply.

"Declaration for Federal Employment" (OF-306) and **ADDENDUM** for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures 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 you may contact: *Geraldine Thompson, Human Resource Specialist, at (928) 871--1368 or email: Geraldine.thompson2@ihs.gov*

***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 #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES), AND #9 (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 position for which you are applying.
2. Full Name, Full Mailing Address (with zip code), day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees, (Federal employees with competitive status, or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code if known) and date of Diploma or GED.
8. 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); attach official transcripts.
9. 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 dates (month/year), hours per week, and salary.
10. Indicate if we may contact your current supervisor.
11. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

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 ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATON AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON CASE-BY-CASE BASIS.

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.

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

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, 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.

/s/ Geraldine Thompson 09/17/2008

HR CLEARANCE/DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS VACANCY ANNOUNCEMENT NUMBER NAO-08-48. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX

COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Health Technician (Nutrition), GS-640-4

1. KNOWLEDGE OF FOODS AND NUTRITION TO APPLY BASIC DIETARY MODIFICATIONS TO INDIVIDUAL PATIENT DIETS. This includes the knowledge of requirements pertaining to state, federal and dietetic regulations and guidelines by which Indian Health Service is required to conduct business and direction. 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. SKILL IN ASSESSING NUTRITIONAL STATUS OF PATIENTS IN ORDER TO TRANSLATE DIET ORDERS INTO A NUTRITIONAL CARE PLAN. This is the skill to understand which of several diets that a patient with a disease, illness or injury could be placed on to receive the best therapy, taking into consideration age specific nutritional needs, infants, children, adolescents and geriatric patients. What in your background shows you possess this skill?

What was the duration of these activities?

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

3. KNOWLEDGE OF CULTURAL FOOD HABITS AND PREFERENCE OF A VARIETY OF INDIAN PATIENTS IN ORDER TO INCORPORATE DESIRED FOODS INTO REGULAR AND MODIFIED DIETS AND NUTRITION CARE PLAN. This is the basic knowledge of customs and mores of the Native American Indians that reside in the geographic areas of the hospital. Knowledge gained either through college courses or in interpersonal relations with Native Americans. Knowledge of the basic food groups preferred by the local Indian population, and the ability to modify foods without changing taste and looks. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

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

4. KNOWLEDGE OF EDUCATIONAL TECHNIQUES TO PROVIDE INDIVIDUAL AND GROUP NUTRITION EDUCATION. This is the knowledge to provide information and instruction by using positive interpersonal relations, exercising tact, diplomacy, patience and mature judgment with a wide variety of individuals and groups. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

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

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