



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. AAO-OC-610A	OPENING DATE 01-07-08	CLOSING DATE OPEN CONTINUOUS
POSITION TITLE, SERIES, GRADE AND SALARY Clinical Nurse GS-610-9, \$53,065 per annum Special Salary Rates Authorized Under 5 USC 5303 <i>Specialties include: **</i> <i>Emergency Room Psychiatric Nurse</i> <i>Operating Room/Recovery Medical/Surgical</i> <i>Pediatrics Ambulatory Care/Triage</i> <i>OB/GYN Progressive Care Unit</i>	LOCATION AND DUTY STATION PHS Indian Hospital, Acoma, NM PHS Indian Hospital, Mescalero, NM PHS Indian Hospital, Santa Fe, NM PHS Indian Hospital, Zuni, NM PHS Indian Health Centers: Albuquerque, Dulce, Santa Clara, Cochiti, San Felipe, Santo Domingo, Taos/Picuris, NM; and Ignacio and Towaoc, CO PHS Indian Health Clinics: Alamo, Canoncito, Isleta, Jemez, Laguna, Santa Ana, Zia and Southwestern Indian Polytechnic Institute (SIPI)	
<i>** Specialties are all not available at each of the Duty Stations identified; the availability is based on the level of care at each of the identified Locations and Duty Stations.</i>		

AREA OF CONSIDERATION: ALL SOURCES

RELOCATION EXPENSES: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** this is an open continuous vacancy announcement, and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/résumés on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF) for a period of six (6) months. Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.
- Positions may be permanent or temporary, term, full-time, part-time or intermittent (work only when called).
- The incumbent of this position is subject to call back and/or standby work. May be required to work on a rotational basis during evenings, nights, weekends, and holidays.
- No promotion potential, positions are at the full performance level.
- This announcement is for non-supervisory/non-managerial positions only.
- 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.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for

federal employment, to authorize a background investigation, and to certify the accuracy of all 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.

DUTIES AND RESPONSIBILITIES:

Provides direct nursing service in the assessment, planning, implementation and evaluation of patient care in hospitals and health clinics. Provides direct care/services to neo-natal, pediatric, geriatric, adolescent and adult patients. Work is performed in general/surgical units providing age specific care for pediatric through adult patients. Work is also performed in specialized areas such as ambulatory care, emergency room, special/intensive care unit, obstetrics and operating room/recovery room. Is able to function without supervision in certain specialized areas. May be required to work on a rotational basis during evenings, nights, weekends, and holidays.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

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.

Registration: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

In Addition to Meeting the Basic Requirements, applicants must have had 52 weeks of professional nursing experience equivalent to at least the GS-7 level OR 2 full years of progressively higher-level graduate education or a master's or equivalent degree.

Evaluation of Experience: Experience must have equipped the applicant with particular knowledge, skills, and abilities to perform successfully the duties of the position. At the GS-9 level, many positions require experience in a specialty area of nursing.

Professional Nurse Experience: Uses the nursing process to provide professional nursing care. Demonstrates the ability to provide health promotion and disease prevention teaching to patients and families. Administers therapeutic measures as prescribed by a licensed physician. This experience may have been gained in hospitals, clinics, emergency rooms or community health care settings.

SELECTIVE FACTOR: In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs):

Verification of current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required when filling all positions for registered nurses at all levels.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS Nurse must possess and maintain a valid, active, current licensure/registration as a professional nurse.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service in positions no more than two grades lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to provide professional nursing care to patients.
2. Ability to teach.
3. Ability to work with specialized equipment.
4. Ability to provide leadership on the nursing unit.

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.

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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and 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).

Vacancies may be filled through Office of Personnel Management's delegated Direct Hire Authority (D.H.A). 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 D.H.A., 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.**

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, 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 for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

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 Raelyn Pecos, (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received at the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110
(505) 248-4510

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Raelyn Pecos, Human Resources Specialist, (505) 248-4106.

REQUIRED DOCUMENTATION:

- **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 as Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**

- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- Applicants **must** submit a copy of college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.
- Copy of a valid license/registration as required by PHS Licensure Policy.
- Geographic Availability form for Albuquerque Area IHS medical facilities.
- See 'HOW TO APPLY' on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

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.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Raelyn Pecos
Human Resources Specialist

01/07/08
Date

**Addendum to Declaration for Federal Employment (OF 306)
 Indian Health Service
 Child Care & Indian Child Care Worker Positions**

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
 (Please print)

Job Title in Announcement: _____ **Announcement Number:** AAO-OC-610A

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink) _____ **Date** _____

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), 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 currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

GEOGRAPHIC AVAILABILITY FORM

Please place an **X** next to those locations for which you wish to be considered. These are the Hospitals/Clinics that are located within and serviced by the Albuquerque Area Indian Health Service.

- Acoma/Canoncito/Laguna Hospital**
- Laguna Clinic
- Tohajilee Clinic
- New Sunrise Regional Treatment Center

- Santa Fe Hospital**
- Santa Clara Clinic
- Cochiti Clinic
- Santo Domingo Clinic
- San Felipe Clinic

- Albuquerque Hospital**
- Santa Ana Clinic
- Zia Clinic
- SIPI Clinic

- Southern Colorado Ute**
- Ignacio Clinic
- Towaoc Clinic

Mescalero Hospital

Taos Picuris Health Center

Dulce Health Center

Zuni Hospital

NURSING SPECIALTY

Place an **X** next to those specialty areas listed below for which you are qualified and wish to be considered. An applicant must have a least ONE-YEAR OF PROFESSIONAL nursing experience in the specialty to qualify in the specialty area(s). Your application/resume will be carefully reviewed to determine whether you possess the required knowledge, skills and abilities for specified specialty area(s) you choose.

- Emergency Room
- Operating Room/Recovery (Santa Fe only)
- Pediatrics
- OB/GYN

- Psychiatric Nurse (New Sunrise RTC only)
- Medical/Surgical
- Ambulatory Care
- Progressive Care Unit (Santa Fe only)
- Community Health Nurse

WORK SCHEDULE

Indicate your availability for employment:

Appointment Type	YES	NO
Permanent		
Full-Time		
Intermittent		
Term		

Appointment Type	YES	NO
Temporary		
Less than 1 month		
1 to 4 months		
5 to 12 months		

Rotating/Shift Work	YES	NO
Weekends		
Evenings		
Nights		

Grade/Pay – The position must pay at least \$ _____ per _____ (year, month, day or hour) or be at least a grade _____.

When will you be available for work? _____ (month and year).

Signature

Date

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>	<p>Résumé or Other written application format with information requested below. http://www.opm.gov/forms/pdfimage/of0510.pdf</p>
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).
Social Security Number.
Country of citizenship.
- **EDUCATION**
High School (name, city, state, ZIP code if known), and date of diploma or GED.
College and/or 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).
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.
Highest federal civilian grade held (give job series and dates held)
Work experience (paid and unpaid)
Job title (include series and grade if federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and telephone 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
Job related skills, i.e., computer software/hardware, tools, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERANS PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure and/or Certifications 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ 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.