



Department: **Department Of Health And Human Services**

Agency: **Indian Health Service**

Sub Agency: **Department of Health and Human Services - IHS**

Job Announcement Number:

HHS-IHS-WR-2008-0256

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Overview

Interdisciplinary Behavioral Health Consultant

Salary Range: 69,395.00 - 90,218.00 USD per year

Series & Grade: GS-0185,0101-12/12

Promotion Potential: 12

Who May Be Considered:

Any U.S. Citizen.

Open Period: Tuesday, September 02, 2008 to Tuesday, September 23, 2008

Position Information: Full-time Permanent

Duty Locations: 1 vacancy - Sacramento, CA

** Applicants who are eligible for any other appointing authorities may also be considered under IHS's Merit Promotion Plan/Excepted Service Examining Plan.

[Which hiring plan should I select?](#)

Job Summary:

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), Indian Health Service (IHS), California Area Office, Office of Public Health.

POSITION DETAILS:

Travel Required: Some overnight travel is required

*Supervisory/Managerial Position:*No
*Relocation Expenses Paid:*May be paid.
*Is position covered by PL 101-630?*No
*Is drug testing required?*No
*Is government housing available?*No

In order to be considered for this position, you must follow the instructions listed on the "How to Apply" tab. This vacancy requires that you submit responses to a questionnaire. If you do not submit this information by the closing date of the announcement, you will not be considered. Please check "How to Apply" before clicking "Apply Online" below. *The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law 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. In other than the above, the Indian Health Service is an Equal Opportunity Employer.*

Key Requirements:

- Position is subject to a Public Trust background investigation.
- Males born after 12/31/59 must be registered w/the Selective Service.
- Specific Education/Licensing is required.

Duties

Major Duties:

As a Behavioral Health Specialist/Social Worker, incumbent performs the following typical but not all inclusive work assignments:

A. Program Planning and Operation. Develops, coordinates and integrates program plans in accordance with approved policies and directives pertinent to the Behavioral Health administration and management of the Behavioral Health Program. Such plans provide the program goals and operational guidelines, define and communicate objectives and priorities, and interpret provisions of regulatory and procedural issuances. Behavioral Health program planning typically involves adapting general guidelines and precedents to new situations and applying new and alternative methods, techniques, and approaches in accomplishing related functions.

B. Consultative and Advisory Service. Provides consultation services to other health care professionals or program officials on the behavioral health aspect of the health initiatives, policies and procedures. Consults with appropriate people when health care problems (especially dual diagnosis) and issues require multi-disciplinary input and collaboration for resolution and implementation. Provides technical guidance and assistance to Tribal, Urban, and Buy-Indian Behavioral Health counselors. This is

accomplished by individual or group meetings, conferences, workshops and scheduled visits. Assistance on an individual basis is provided for cases which may involve area or IHS policy, multi-agency or multi-service unit coordination.

C. Program Assessment. Conducts periodic technical audits, analysis and evaluation of the Behavioral Health, and Substance Abuse programs in the Area. Monitors program performance according to established standards and requirements for the programs. Recommends required action and proposes alternative courses of action to Tribal Health programs.

D. Education and Training. Assesses training needs of staff, and plans and develops training conferences, workshops, seminars. Recommends approval of individual training required to meet identified continuing education needs. Develops education and training materials and conducts sessions or disseminates information to staff and others. Serves in an advisory capacity in training program planning for professional associations and committees. Monitors training and education activities to provide guidance and direction regarding present and future requirements.

Qualifications and Evaluation

Qualifications:

Basic Education/Licensing Requirements:

For Social Worker, GS-185-12 - Master's degree in Social Work from a school accredited by the Council of Social Work Education. Selective Placement Factor: In order to be considered for this position as a Social Worker, you must be a Licensed Clinical Social Worker, with experience and/or certification as a substance abuse counselor.

For Behavioral Health Specialist, GS-101-12: Degree in behavioral or social science; or related disciplines appropriate to the position; OR a combination of education and experience--that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; or four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. Selective Placement Factor: In order to be considered for this position as a Behavioral Health Specialist, you must be a Licensed Marriage & Family Therapist with experience and/or certification as a substance abuse counselor.

For GS-12: In addition to the basic education/licensing requirements listed above, you must have one year of specialized experience equivalent to the GS-11 level in federal service.

SPECIALIZED EXPERIENCE DEFINED: Experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position to be filled

(see Major Duties). In addition, your resume must show experience working with electronic data systems/health information systems such as or similar to Resource and Patient Management System (RPMS), RPMS Electronic Health Record (EHR), and Behavioral Health Graphical User Interface (GUI).

Your education may not be used to substitute experience requirements at this grade level.

You must meet the requirements of the position by the closing date of the job announcement and provide the required documents no later than 12:00 midnight EST on the closing date of the job announcement to be considered for this position.

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience when requested.

Additional details on the application process can be found under the How to Apply tab.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

The federal government offers a number of exceptional benefits. A benefits package is available.

Relocation benefits may be paid. Entitlement will be determined at time of selection.

Other Information:

This is an interdisciplinary position and may be filled as a Social Worker, or as a Behavioral Health Specialist.

ADDITIONAL EMPLOYMENT INFORMATION:

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)
[CTAP Information](#)

For more information on which hiring plan you may fall under please click here; [Which hiring plan should I select?](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

How to Apply**How To Apply:**

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, carefully read this entire vacancy announcement. While reading the announcement take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to [MYUSAJOBS](#) and edit your existing resume or create a new resume to highlight the skills and experience you have that relate to THIS SPECIFIC VACANCY.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. Make sure you submit any supporting documentation (see below) before midnight Eastern Time on the closing date.

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 contact Jeanne Taylor, HR Specialist, at (916) 930-3981 X335. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Required Documents:

You must provide the required information during the online application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in USAJOBS
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. Resume - to be entered during online application process.
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
6. License or professional certification.
7. [OF-306, Declaration for Federal Employment \(required for all applicants\).](#)

Contact Information:

Jeanne Taylor
Phone: 916-930-3927
Fax: 916-930-3973
TDD: 301-443-6394
Email: jeanne.taylor@ihs.gov

Or write:
Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973

What To Expect Next:

Once the job announcement closes, we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome by e-mail.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail to:

Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973

[Questions?](#)

For questions about this job:

Jeanne Taylor

Phone: 916-930-3927

Fax: 916-930-3973

TDD: 301-443-6394

Email: jeanne.taylor@ihs.gov

USAJOBS Control Number: 1327713

