



Department: **Department Of Health And Human Services**
 Agency: **Health & Human Services, Indian Health Service (IHS)**
 Sub Agency: **Billings Area**
 Job Announcement Number:
BA-08-06

Overview

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Dental Officer, GS-680-11/12 or Dental Officer (Pediatrics) GS-680-13

Salary Range: 73,828.00 - 114,385.00 USD per year

Open Period: Friday, August 01, 2008
to Wednesday, December 31, 2008

Series & Grade: GS-0680-11/13

Position Information: Multiple Schedules: Full-time; Part-time; Intermittent; Subject to rotating shifts; Subject to call back. Announcement may be used to fill jobs with multiple appointment terms: Permanent; Temporary NTE; Term Appt NTE.

Promotion Potential: 13

Duty Locations: 1 vacancy - Wolf Point, MT 1 vacancy - Poplar, MT 1 vacancy - Harlem or Hay, MT 1 vacancy - Lodge Grass or Pryor, MT 1 vacancy - Crow Agency, MT 1 vacancy - Browning or Heart Butte, MT 1 vacancy - Billings, MT 1 vacancy - Arapahoe, WY 1 vacancy - Ft. Washakie, WY 1 vacancy - Lame Deer, MT

Who May Be Considered:

Excepted Service Examining Plan Candidates (ESEP)

Merit Promotion Plan Candidates (MPP)

Veteran's Preference Candidates

Commissioned Officers

[](http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/WhichplanshouldIselect.doc)

Which hiring plan should I select?

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help make our world healthier, safer and better for all Americans.

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), Positions can be filled under this vacancy announcement as vacancies occur throughout the Billings Area

Montana: Billings, Browning, Heart Butte, Crow Agency, Lodge Grass, Pryor, Harlem, Hays, Poplar, Wolf Point, Lame Deer

Wyoming: Ft. Washakie, Arapahoe

POSITION DETAILS:

Travel Required: Yes, Occasional

Supervisory/Managerial Position: May be filled under this announcement (You may be required to serve a one year probationary period)

Relocation Expenses Paid: May be paid

Is position covered by PL 101-630? Yes (See item # 7 in the How to Apply Tab)

Is drug testing required? No

Is government housing available? Yes (depending on availability)

This position requires that you obtain and maintain clinical privileges. If they are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal service.

Key Requirements:

- Bonus may be offered. Must have a current unrestricted license.
- This job has a Selective Placement Factor see Qualification & Eval Tab
- Position subject to Level V or Level VI Background/Security clearance.
- U.S. Citizenship
- Education

Duties

Major Duties:

Dental Officer serves as a Dentist on a clinical staff and provides dental health services to the designated service population. Serves as an advisor to the Service Unit Director on all matters pertaining to oral health, authorizes and justifies obligation of funds under the Contract Dental Care Program. Establishes and maintains fluoridation content of community water supplies. Evaluates the quality of dental services provided directly and/or under contract. Dental Officer (PEDS): Position functions as a Senior Dental Officer. Incumbent occasionally may serve as a consultant to other Dental Officers within the Billings Area regarding: Diagnosis and treatment of pediatric cases; Patients with behavior and/or patient management problems. Diagnoses and treats very difficult pediatric cases with little or no guidance or consultation: provides space maintainers, interceptive orthodontics, pulp treatment, stainless steel crowns and palatal expanders. Provides care to patients with both behavior and patient management problems: using various sedation techniques. Provides pediatric care in the operating room to patients under general anesthesia. Provides pediatric dental consultation services for the general dentists at the Service Unit and adjacent Service Units. Consults with the general dentists in adjacent Service Units to allow them to diagnosis and treat some pediatric patients they may

otherwise need to refer.

Qualifications and Evaluation

Qualifications:

Additional Requirements for Grades GS-12 and above: For purposes of this standard, the following terms are defined.

Approved internship; approved residency - Training in a hospital dental internship or residency approved by the Council on Dental Education of the American Dental Association.

Graduate-level study - Either dental graduate study leading to an advanced degree such as Master of Science, or postgraduate (non-degree) dental school study involving a level of instruction comparable to that provided in a graduated degree program.

National certifying board - an examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.

Board Eligibility - Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for a dental specialty.

In addition to the education and licensure requirement described above, applicants must also meet the following requirements

- Experience and/or training must be one of the following types:
- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. Agencies should review the applicant's experience to determine the types and difficulty of the cases dealt with, the level of knowledge and understanding of the specialization regularly required, the degree of diagnostic skills and treatment planning ability involved, and the pertinent graduate study acquired.

GS-12: Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

GS-13: Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish shades of color.

Positive Education RequirementsThis position has specific educational requirements. To qualify for this position, you must possess the required education as noted under *Qualifications*.

BASIC REQUIREMENT: Education: Degree in Dental Surgery (D.D.S) or Dental Medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. **Licensure:** Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

If selected and you are qualified based on education you must provide an official transcript.

You must be a U.S. citizen to qualify for this position.

Candidates must possess the Selective Placement Factor to receive consideration for this position and should address this in their statement of Knowledge, Skills, and Abilities (KSAs). Other Selective Factors

You must have a certification, licensure, or registration credentials in Dental Officer for this position. In some cases, these may be substituted for experience and education.

You will need to successfully complete a background security investigation before you can be appointed into this position.

TIME IN GRADE REQUIREMENT: Federal status applicants must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. If selected under the Excepted Service Examining Plan, individuals may be appointed without regard to time-in-grade requirements.

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.

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and

abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

DENTAL OFFICER:

1. Knowledge of appropriate dental disease diagnosis. Please cite examples and describe.
2. Knowledge of public health dentistry. Please cite examples and describe.
3. Knowledge of oral surgery theory and procedures. Please cite examples and describe.
4. Knowledge of pediatric theory and procedures. Please cite examples and describe.
5. Knowledge of Supervising a public health oriented dental program.

DENTAL OFFICER (Pediatric):

1. Knowledge of pediatric dental disease and diagnosis. Please cite examples and describe.
2. Knowledge of pediatric dental treatment. Please cite examples and describe.
3. Knowledge of behavior modification techniques. Please cite examples and describe.

Benefits and Other Information**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

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.

[General Information on the federal hiring process.](#)

Tired of voicemail? You can check the status of your application online at [My USAJOBS](#).

Never miss a job opportunity again! As a registered user of USAJOBS you can create up to five [Job Search Agents](#). These agents automatically retrieve jobs matching your criteria and e-mail the results to you at a time period you select.

This job is being filled by an alternative hiring process and is not in the competitive civil service.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

You will be required to serve a probationary period of 1 year.

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[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)

[CTAP Information](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

Measles and Rubella immunization required for selectees born after 1957.

Male applicants born after December 31, 1959 must be registered with the Selective Service.

This position is may be covered under a bargaining unit.

Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements

How to Apply

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

We encourage you to use the USAJOBS resume builder to speed the application process. If you are not applying on line, be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If education is used to qualify for this position, please include sufficient information in your resume so you can be evaluated. You may mail a list of college courses that includes hours and grades to provide detail.

Choose one of the following forms to apply for this job.

Please submit one application or resume for each job you are applying for.

-Optional Application for Federal Employment (OF-612)

-Application for Federal Employment (SF-171)

-Resume or Other written application format

JOB INFORMATION: Announcement number and lowest grade you wish to be considered for. To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.

PERSONAL INFORMATION: Full name, mailing address (with zip codes), day and evening telephone numbers, Social Security Number, Country of citizenship;

WORK EXPERIENCE: Give the following for your paid and non-paid work experience related to the job for which you are applying: Job title; Duties; Employer/Supervisor's name, address and/or telephone number; Starting and ending dates of employment must include - month and year; Average hours worked per week; Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: 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 a copy of

your license to practice); Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. If claiming Indian Preference, you must submit the BIA Form 4432 'Verification of Indian Preference for Employment in BIA and IHS'.
2. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
3. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
4. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
5. Addendum to Declaration for Federal Employment, This is designated as a Childcare position under P.L. 101-630 Indian Child Protection.
6. Declaration for Federal Employment

Contact Information:

Bernice Hugs
Phone: 4062477216
Fax: 4062477251
Email: BILBAHR@ihs.gov

Or write:
Department Of Health And Human Services
INDIAN HEALTH SERVICE
2900 4TH AVE NORTH
BILLINGS, MT 59107
US
Fax: 4062477251

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.

General Information on the federal hiring process.

Tired of voicemail? You can check the status of your application online at My USAJOBS.

Never miss a job opportunity again! As a registered user of USAJOBS you can create up to five Job Search Agents. These agents automatically retrieve jobs matching your criteria and e-mail

the results to you at a time period you select.

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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Department Of Health And Human Services
INDIAN HEALTH SERVICE
2900 4TH AVE NORTH
BILLINGS, MT 59107
US
Fax: 4062477251

? Questions?

For questions about this job:

Bernice Hugs
Phone: 4062477216
Fax: 4062477251
Email: BILBAHR@ihs.gov

USAJOBS Control Number: 1299259

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