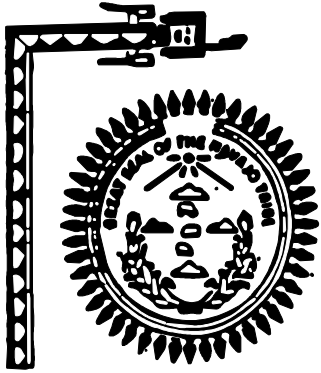


DEPARTMENT OF HEALTH AND HUMAN SERVICES



**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT
CH-09-11

OPENING DATE
January 09, 2009

CLOSING DATE
January 23, 2009

POSITION
HEALTH TECHNICIAN (OPD)

LOCATION AND DUTY STATION
PHS INDIAN HOSPITAL, DIVISION OF NURSING, ADULT
OUTPATIENT DEPARTMENT, CHINLE, ARIZONA

GRADE/SALARY
GS-640-05, \$30,772 - \$40,005 PER ANNUM;
GS-640-06, \$34,300 - \$44,589 PER ANNUM;

NUMBER OF VACANCIES
THREE VACANCIES:
PCN# MD9419, MD9420 & MD9421)

APPOINTMENT
 PERMANENT
 TEMPORARY
NTE: _____

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 06
 NO KNOWN POTENTIAL

HOUSING
 YES, GOVERNMENT HOUSING IS AVAILABLE
 PRIVATE HOUSING ONLY

TRAVEL/MOVING
 MAYBE PAID FOR ELIGIBLE EMPLOYEES
 NO EXPENSES PAID

DUTIES: This position is located at Chinle Service Unit, Division of Nursing Department, Adult Outpatient Department, Chinle, Arizona. The incumbent assists with direct patient care procedures and related tasks. Performs routine specialized procedure, performs intravenous cannulation for the purpose of specimen collection and the placement of PRN adaptors, and educates and advises patients on specified medical issues within established parameters. Assists in preparation of patient admission or transport of patients. Escorts stable patients via ground to other facilities as deemed appropriate by the Licensed Independent Practitioner (LIP). Practices safety, environmental, and/or infection control methods. Provides care to assigned patients under the direction of a LIP and department lead nurse in accordance with established policy. Independently monitors patients, reporting to and working under the direction of the LIP and primary charge/lead nurse. Shares in the responsibility for reporting observations by observing the patient's condition and reactions. Assists with collection and proper care of specimens, instructs patients in proper collection of urine samples. Shares in the responsibility of maintenance of clinical records. Provides patient education and documents as per hospital policy. Assists the physician with sterile procedures. Compiles with the laboratory requirements. Sets up for oxygen administration. Give injections such as immunizations, antibiotics, or Depo Prova. Maintain and assist with patient referral books. Arrange and assist with making appointments for patient. Obtain results of labs, test, and scans done at outside facilities and obtains discharge summaries and other medical records. Participates in relevant committees and meetings. Prepares transfer and transport packets. Performs other duties as assigned.

"THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT"



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

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-04 level to qualify for the GS-05 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-06 grade level.

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. Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. Examples of the type of experience that will be credited are: providing public health services to individuals, families and communities.

SELECTIVE PLACEMENT FACTOR: NONE

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-05: Successful completion of a full 4-year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects in subject directly related to the position. Graduate education or an internship meets the specialized experience required above GS-05 only in those instances where it is directly related to the work of the position.

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of experiences at the GS-04 level to qualify for the GS-05 level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-06 grade level.

CONDITIONS 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 immunization 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 that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: 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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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.

*****NOTE***:** Refer to OPM Handbook Qualification Standards, Series GS-0640 for complete information. For more complete information contact your Servicing Human Resources Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or 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.

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 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 Technician 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 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 Appraisal, 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, 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 accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB**
2. **ABILITY TO OBSERVE PHYSICAL AND EMOTIONAL REACTIONS TO PATIENT CARE, PROCEDURES AND MEDICATIONS**
3. **ABILITY TO OPERATE GENERAL CLINIC EQUIPMENT**
4. **ABILITY TO TRANSLATE NAVAJO INTO ENGLISH AND VICE VERSA**

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306, BOTH forms 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 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.**

“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Human Resource Branch, PO Drawer "PH", Chinle, Arizona 86503, BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. *Resume; OR
3. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position are being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT: Charlotte Denetchee, Human Resource Specialist, (928) 674-7031 or Charlotte.Denetchee@ihs.gov

A copy of an Official Bureau of Indian Affairs 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.

***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 #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 BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, mailing address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 if claiming 10-points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and date 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). (Attach Official transcripts);
10. Work experience (paid and unpaid) - Job, Title, Duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours/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.

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 VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill and 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. In other than the above, the IHS is an Equal Opportunity Employer.

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.

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.

HUMAN RESOURCE CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-09-11. 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 THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Health Tech., GS-0640-05/06
Chinle Service Unit, Outpatient Dept., Chinle, AZ

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. The person in this position must have the knowledge of basic and advanced age-specific procedural skills and responsibilities to sufficiently perform assigned treatments, patient care, including venipuncture, administration of immunizations, and electrocardiograms, record patient information, obtain and label specimens, and assist with patient examinations. What in your background shows you possess this ability?

What was the duration of these activities?

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

2. ABILITY TO OBSERVE PHYSICAL AND EMOTIONAL REACTIONS TO PATIENT CARE, PROCEDURES AND MEDICATIONS. The person in this position must have the knowledge and sufficient skill to distinguish between normal and abnormal findings to observe physical and emotional reactions to care, procedures, and medications to make appropriate choices and to report any abnormal or changing conditions. In addition, this individual must have the knowledge of an extensive body of rules, procedures or operations related to different medical care. What in your background shows you possess this ability?

What was the duration of these activities?

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

3. ABILITY TO OPERATE GENERAL CLINIC EQUIPMENT. The person in this position must have the ability to operate standard outpatient clinic equipment such as cardiac monitors, oxygen saturation machines, portable suction machines. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. ABILITY TO TRANSLATE NAVAJO INTO ENGLISH AND VICE VERSA. This is knowledge of such factors as cultural customs, traditions, and language to assist patients. The incumbent should speak fluently in both English and Navajo as most cases requiring extensive case management services involving patients who cannot understand or speak English. What in your background shows you possess this ability?

What was the duration of these duties?

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

C E R T I F I C A T I O N

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

