



**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 "TOBACCO-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

**RE-ADVERTISEMENT**

**Candidates who previously applied under Vacancy Announcement No.: SER-09-0120-AIDC need not reapply unless they wish to update their application or submit additional information.**

VACANCY ANNOUNCEMENT NO. SER-09-0120R-AIDC	OPENING DATE 04/29/2009	CLOSING DATE 05/12/2009
<b>POSITION TITLE, SERIES, GRADE AND SALARY</b> Dental Assistant GS-0681-04, \$27,504 per annum OR Dental Assistant (Expanded Function) GS-0681-05, \$30,772 per annum GS-0681-06, \$34,300 per annum	<b>LOCATION AND DUTY STATION</b> Albuquerque Area Office Albuquerque Indian Dental Clinic Albuquerque, NM	

**(Includes Locality Pay Adjustment)**

**AREA OF CONSIDERATION:** Reduced Area of Consideration – Local Commuting Area – Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area. Non-Indian preference candidates outside this area will not be considered.

**RELOCATION:** Travel Expenses – Not Paid.

Travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the employee.

**CONDITIONS OF EMPLOYMENT:**

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Position has promotional opportunity to the GS-6.
- 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.
- In accordance with P.L. 101-630 Indian Child Protection Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application. (See REQUIRED DOCUMENTATION).

**DUTIES AND RESPONSIBILITIES:**

The purpose of this position is to support the dental team by performing a variety of clerical, clinic maintenance and clinical functions. **GS-4:** The incumbent of this position acts as a receptionist, routes patients for medical laboratory procedures and schedules patients visits. Performs chairside assisting duties which encompass all routine dental procedures in general dentistry, and is able to properly record all treatment rendered to patients and accurately retrieves and files dental charts. Completes dental laboratory work orders in compliance with dentists instructions. Responsible for cleaning, sharpening, packing, and sterilizing all dental instruments and proper storage of instruments not in use. performs routine dental laboratory procedures, operates dental x-ray equipment and provides routine fluoride dental treatment as assigned by the dentist. Prepares patient and operator for proper dental procedures including setting up the appropriate instruments for the planned procedures. Operates dental x-ray equipment to take intra- and extra-oral radiographs, processes and mounts films. Provides routine prophylaxis, topical fluoride treatment and places pit and fissure sealant as prescribed by the dentist. Operates ultrasonic scaler (cavitron) and uses hand instruments to remove visible calculus. Responsible for keeping

clinic well supplies by requisitioning supplies and equipment and keeping supply inventory. Maintains a variety of recurring reports related to dental activities. Provides patient education and instruction in prevention of oral disease and in post-treatment procedures. Maintains the dental clinic in a clean and operative condition. **GS-5/6:** Performs all routine and advanced chairside dental assisting functions. Restores teeth after the dentist has accomplished preparation. This includes selection, contouring and placement of matrices, placement of bases and liners, packing, carving and polishing of routine and complex alloy restorations such as those requiring cusp replacements and retentive pins. Places and removes rubber dams, sutures, applies desensitizing agents, applies tissue-conditioning agents, places gauze following extractions and applies and removes periodontal dressings. During endodontic procedures, assist with isolate tooth, remove temporary restoration with low speed handpiece, cleanse and dry field and after treatment by dentist, assist will irrigate, dry and apply proper medicament as prescribed by dentist and temporarily close tooth. Selects, contours and cements stainless crowns and fabricates, cements and adjusts temporary acrylic crowns and bridges.

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#### **COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:**

*NOTE:* Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided such persons show evidence of training, experience, and competence, as determined by OPM or the employing agency.

Candidates for GS-4 level must have had 26 weeks of General Experience and 26 weeks of Specialized Experience **OR** successful completion of a 2-year dental assistant program or completion of a 2-year dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included at least 12 semester hours of courses such as radiation physics; radiation biology; radiation health, safety, and protection; X-ray films and radiographic film quality, radiographic techniques; darkroom and processing techniques; and film mounting.

Candidates for GS-5 level must have had 52 weeks of Specialized Experience at least equivalent to GS-4 grade level **OR** successful completion of a full 4-year course of study in a dental assistant or dental hygiene program that included at least 24 semester hours in courses as shown above.

Candidates for GS-6 level must have had 52 weeks of Specialized Experience at least equivalent to GS-5 grade level.

**General Experience:** (1) Any type of work that demonstrates the applicants ability to perform the work of the position as shown under "Duties and Responsibilities" or (2) experience as a trainee, performing a variety of recordkeeping and clinic maintenance duties such as: cleans dental equipment; sorts and counts clearly marked packages and containers of dental supplies and materials; files and retrieves patient records and radiographs alphabetically and numerically; disposes of used materials, and observes higher grade dental assistants in the performance of chairside assisting duties.

**Specialized Experience:** Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled.

**Special Requirements for GS-5 and above Dental Assistant (Expanded Function):** Applicants for Dental Assistant (Expanded Function) positions must have completed 1 year of acceptable course work, preceptorship, or other formal training and/or work assignments specifically designed to equip them with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- U.S. Army's Dental Therapy Assistant Training Program.

- Continuing education courses in expanded functions for dental assistants offered by the Indian Health Service of the Department of Health and Human Services.
- Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates for GS-6 must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

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**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.**

**KSAs for GS-4 grade level.**

1. Knowledge of clinical routines and procedures.
2. Knowledge of the use, care and storage of dental instruments, materials and equipment.
3. Skill in taking and processing diagnostic dental radiographs.
4. Skill in explaining preventive dentistry and delivery of post-op instructions.

**KSAs for GS-5 and GS-6 grade level.**

1. Knowledge of clinical routines and procedures.
2. Knowledge of the use, care and storage of dental instruments, materials and equipment.
3. Skill in taking and processing diagnostic dental radiographs.
4. Skill in explaining preventive dentistry and delivery of post-op instructions.
5. Skill in performing intra- and extra-oral procedures.

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**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.

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).

**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) of 1998**, veterans who are preference eligible or have substantially completed 3 or more years of continuous active service may apply for permanent positions as a merit promotion candidate; however, veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 as 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 Myron Jackson, (505) 248-4739. 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.

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#### WHERE TO APPLY:

**Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or the Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Myron Jackson, Human Resources Special (505) 248-4739.

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#### 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 an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated December 22, 2008. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment: Must be fully completed and submitted with current dated 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. **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.** Form may be downloaded from: the IHS Human Resources Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>
- The attached form, Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions must be fully completed and submitted with current dated signature. The OMB Approved form No. 0917-0028 is available at nearest IHS Facility OR form may also be downloaded from the IHS HR Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf> .
- To substitute education for experience, where applicable, you must submit a copy of your transcripts by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. Official transcripts will be required prior to entry on duty.
- Copy of a valid certificate of radiography as required by Public Law 97-35.
- See **'HOW TO APPLY'** on last page, for additional information.

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#### 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 within 90 calendar days of the date the Candidate Referral Roster was issued. The positions to be filled must have the same title, series, grade, geographic location and qualification requirements as stated in the original vacancy announcement.
- **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.

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#### DIVISION OF HUMAN RESOURCES CLEARANCE:

*/s/Myron Jackson*  
Human Resources Specialist

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*04/28/2009*  
Date

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## HOW TO APPLY

<p>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>			
<p><b>Optional Application for Federal Employment – Form Number OF-612</b>  <a href="http://www.opm.gov/forms/pdf_fill/of612.pdf">http://www.opm.gov/forms/pdf_fill/of612.pdf</a></p>		<p><b>Résumé or Other written application format with information requested below.</b></p>	
<p>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.</p>			
<p><b>Procedure for using résumé or other written application:</b> 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.</p>			
<ul style="list-style-type: none"> <li>➤ <b><u>JOB INFORMATION</u></b> Announcement number, title and grade of the job for which you are applying.</li> <li>➤ <b><u>PERSONAL INFORMATION</u></b> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship.</li> <li>➤ <b><u>EDUCATION</u></b> 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.</li> <li>➤ <b><u>WORK EXPERIENCE</u></b> 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.</li> <li>➤ <b><u>OTHER QUALIFICATIONS</u></b> 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.</li> <li>➤ <b><u>KSA</u></b></li> </ul>			
<p><b>Submit a copy of applicable documents with your application if you are in the following categories:</b></p>			
<p><b>COMMISSIONED OFFICER</b></p>	<p><b>INDIAN PREFERENCE</b></p>	<p><b>VETERAN PREFERENCE</b></p>	<p><b>FEDERAL EMPLOYEE</b></p>
<ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ 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.</li> </ul>