



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



RE-ADVERTISED: TO SOLICIT FOR ADDITIONAL APPLICANTS.

THOSE WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY

VACANCY ANNOUNCEMENT

FD-09-33A

OPENING DATE

May 11, 2009

CLOSING DATE

May 22, 2009

POSITION

Dental Assistant

LOCATION AND DUTY STATION

FORT DEFIANCE PHS INDIAN HOSPITAL
DENTAL SERVICES
FORT DEFIANCE, ARIZONA

GRADE/SALARY

GS-681-03, \$24,499.00 - \$31,847.00 per annum
GS-681-04, \$27,504.00 - \$35,753.00 per annum
GS-681-05, \$30,772.00 - \$40,005.00 per annum

NUMBER OF VACANCIES

THREE (3) VACANCIES, PCN: 156810, PCN: 156815,
PCN: 156818

APPOINTMENT: Permanent

AREA OF CONSIDERATION: Commuting Area

PROMOTION POTENTIAL: Yes, To Grade 05

TRAVEL/MOVING EXPENSES: NO EXPENSES PAID

WORK SCHEDULE: Full Time

SUPERVISORY/MANAGERIAL: NO

HOUSING: Private Housing ONLY

DUTIES: This position is located in the Dental Clinic. Position is to provide dental assistant duties as they pertain to all phases of pediatric dentistry including preventive, restorative, and operating room procedures. Special expertise and skills are required in order to allow the Pediatric Dental team to function as efficiently as possible. Assists the Pediatric Dentist in providing treatment to small children (usually under 6 years of age) and special needs patients by performing chair side assistant duties in all phases of preventive, restorative, and/or surgical procedures. Duties include assisting the pediatric dentist to monitor patients with pulse oximetry and/or other vital signs during sedation procedures and during Nitrus Oxide/Oxygen analgesia. Ensures the maintenance of reporting and record systems related to patient care and progress notes according to established Service Unit, NAIHS, and IHS policies. Prepares consent forms for surgery, restraints, and sedations. Places forms in their proper place in patient's charts. Receives and seats pediatric patients, obtains and records informant related to a patient's medical history. Assists the Pediatric Dentist during sedation cases Prepares patient and attaches monitors as directed. Assists in the monitoring of patients by noting vital signs and adverse reactions to treatment of medications and behavior ratings for sedated patients. Provides patients with chair side health education information and dismisses with proper post-operative instructions. Schedule patient appointments as necessary and retrieve and file dental charts. Prepare patient and operator for proper dental procedures including setting up the necessary proper instruments. Retrieve and set up medical emergency equipment appropriate for the size of the pediatric patient when directed. Relay to patient post treatment instructions as well as motivating and instructing patients in proper preventive techniques and oral hygiene. Maintain the dental clinic in a clean and orderly manner.

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

POSITIVE BASIC REQUIREMENT: NONE

LICENSURE REQUIRED: NONE

NOTE: Public Law 97-35 requires that persons who administer radiological 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. **Certification should be submitted with application to receive consideration for this position.**



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



BASIC QUALIFICATIONS:

GS-03: Applicants must have 13 weeks of general experience to qualify for the GS-03 grade level.

GS-04: Applicants must have 26 weeks of general experience to qualify for the GS-04 grade level.

GS-05: Applicants must have 26 weeks of general experience and 26 weeks of specialized experience at the GS-04 grade level to qualify for the GS-05 grade level.

GENERAL EXPERIENCE: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or process of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Experience in dental assistant to general or specialized dentistry, dental assistant (Expanded function) work or any combination of these appropriate to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-03: Successful completion of (a) 52 weeks dental assistant program or completion of a 52 week weeks of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included a course in radiation physics; radiation biology; radiation health, safety and protection; x-ray films and radio-graphics film quality, radio-graphics techniques; darkroom and processing techniques; and film mounting; or (b) practical nurse training approved by the appropriate State territory or District of Columbia accrediting body. Transcripts must be submitted by the closing date to receive credit for education.

GS-04: 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 those shown above for GS-03. Transcripts must be submitted by the closing date to receive credit for education.

SELECTIVE PLACEMENT FACTORS: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-5 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the preceding year under non-temporary appointment; or
2. He/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position to be filled, at any time under any type of appointment.

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.

CONDITIONS OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations 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, which requires regular work at a Service Unit.

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

NOTE: Refer to OPM Operating Qualification Standard or HIS Excepted Service Qualification Standard Series GS-0681 for complete information. Substitution of education for experience will be made in accordance with those standards. For complete information, contact your servicing Personnel Office.

WHO MAY APPLY

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference

EXCEPTED SERVICE EXAMING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian a 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 provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining 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).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
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.
4. Be currently employed by DHHS 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. Meets the basic qualifications for the position, any documented selective factor, and physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

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 selection 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's 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 groups 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 returned 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 Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.
 2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are 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 (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.
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EVALUATION CRITERIA: Evaluation will be made on Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

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

1. Knowledge of instruments, materials, and standardized dental procedures to provide chair side assistance.
2. Skill in operating and adjusting dental x-ray equipment includes knowledge of dental anatomy and bone structures of face to take diagnostic radiographs.
3. Ability to meet, deal, and communicate orally with a variety of individuals.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: The Declaration for Federal Employment (OF-306) and IHS Addendum to the Declaration for Federal Employment 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 the two questions on the Addendum 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 AD PL 101-647"

**THIS POSITION HAS BEEN IDENTIFIED AS A UFMS CRITICAL USER FOR LEVEL V or Level VI
THEREFORE, A Background Security clearance is required.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Fort Defiance Indian Hospital, Human Resource Department, P. O. Box 649, Fort Defiance, AZ 86504, by the close of business (5:00 PM) on the closing date. For more information contact: Sarah V. Morgan, Human Resources Specialist at (928) 729-8265.

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

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 Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates 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 Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per 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.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

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 veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTION: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an 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 this, the IHS is an Equal Opportunity Employer.

VETERANS PREFERENCE: Veterans who is preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. You must submit a copy of the Selective Service Registration to verify compliance.

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.

SI Sarah V. Morgan
Human Resources Clearance

May 8, 2009
Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – **FD-09-33A**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION. WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

ELECTRONIC OR FAXED APPLICATIONS AND DOCUMENTS WILL NOT BE ACCEPTED.

Applications mailed using government postage or through an internal government mail system will not be considered.

SUPPLEMENTAL QUESTIONNAIRE
Dental Assistant, GS-681-03/04/05

1. **KNOWLEDGE OF INSTRUMENTS, MATERIALS, AND STANDARDIZED DENTAL PROCEDURES TO PROVIDE CHAIR SIDE ASSISTANCE.** The person in this position must be able to provide chair side assistance in all phases of dental procedures including restorative, prosthodontic, oral surgery, endodontic and periodontal treatments. Must be able to pass instruments and material to and retrieve them from the dentists as instructed. What in your background indicates you possess this ability?

What was the duration of these activities?

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

2. **SKILL IN OPERATING AND ADJUSTING DENTAL X-RAY EQUIPMENT INCLUDES KNOWLEDGE OF DENTAL ANATOMY AND BONE STRUCTURES OF FACE TO TAKE DIAGNOSTIC RADIOGRAPHS.** The person in this position must be able to operate and adjust dental x-ray equipment. Must be able to identify proper positioning of face to take diagnostic radiographs and develops and finishes film reading. What in your background indicates you possess this knowledge?

What was the duration of these activities?

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

3. **ABILITY TO MEET AND DEAL, AND COMMUNICATE ORALLY WITH A VARIETY OF INDIVIDUALS.** This is the ability to establish and maintain positive interpersonal relationships by utilizing tact, sensitivity and mature judgment with a variety of individuals; ability to express oneself orally to provide or obtain information. What in your background indicates you possess this knowledge?

What was the duration of these activities?

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

CERTIFICATION

I CERTIFY that all of the statement 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
