



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**

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
SER-09-0246-ZSU	05-01-09	05-29-09
<b>POSITION TITLE, SERIES, GRADE AND SALARY</b> Nurse Educator GS-0610-11, \$66,054 per annum (Special Salary Rates Authorized Under 5 USC 5303)	<b>LOCATION AND DUTY STATION</b> Division of Nursing Services Nursing Administration Zuni, NM	

**AREA OF CONSIDERATION:** All Sources

**RELOCATION:** Travel Expenses – Paid

Travel, transportation and relocation expenses will be paid primarily in the interest of the government and not in the interest of the selected employee.

**CONDITIONS OF EMPLOYMENT:**

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- May be required to serve a probationary period for supervisory position.
- 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:**

Plans, implements and evaluates a comprehensive education program to meet the identified needs of nursing/medical and other hospital personnel. Evaluates educational needs and skill level of nursing and hospital personnel through a) needs assessment surveys; b) expert assessment of the clinical environment in relation to contemporary advances in nursing practice; and c) implementation of new educational guidelines/regulations. Develops, implements, and revises goals and behavioral objectives for state-of-the art medical and nursing programs of instruction and lesson plans. Coordinates and/or conducts in-service for staff development education programs at the professional and paraprofessional level. Coordinates with professional and paraprofessional instructors for various continuing educational programs including, but not limited to: orientations, preceptorships, on-the-job training, Advanced Cardiac Life Support, Pediatric Advanced life Support, continuing education programs for CME/CEU credits, etc. Serves as instructor for Basic Cardiac Life, Neonatal Resuscitation and Non-violent Crisis Intervention courses. Maintains all databases concerning required training programs. Provides a timely schedule for mandatory clinical trainings. Determines commonalties and prioritizes education needs. Designs tools and methods for need analysis, teaching, and evaluation. Continually studies nursing unit operations to identify areas to improve care, meet client satisfaction, nursing skill, technology needs and ensure efficient resource utilization. Responsible for compliance with the Joint Commission on Accreditation of Healthcare Organization(JCAHO) requirements relative to human resources standards. Prepares educational directives, standing operating procedures and programs of instruction as required. Assess new policies, procedures and practices to determine whether educational programs should be developed to facilitate organizational changes. Prepares and maintains financial and material resource requirements for hospital educational and training programs. Responsible for

remaining within the budgetary limits set for nursing education. Ensures procurement of education supplies or equipment. Recommends training and travel requests based on needs and budgetary allowances. Participates on various hospital committees. Counsels professional and paraprofessional personnel about education programs and opportunities. Provides didactic instruction and tutoring as needed. Serves as liaison with schools of nursing affiliated with the hospital. Devises, implements and/or maintains a communication system to provide educational information to staff. Serves as Assistant Director of Nursing and Consultant for Supervisory Clinical Nurses in unit nursing procedures, unit performance improvement and strategic plans, revision of policies and procedures. Assist with implementation of Standards of Care, compliance with Infection Control and other hospital programs. Provides administrative and technical supervision to one office automation clerk; assigns and reviews work; approves/disapprove leave; develops and evaluates performance standards and ratings, takes appropriate performance and/or conduct related actions. As required, may serve as clinical nurse and float to clinical areas during times of emergency or short staff. May be required to work evenings, nights and weekends. Performs other duties as assigned.

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

Basic Requirements:

**Education:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

**Registration:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

In addition to meeting the basic requirements:

Candidates must have 52 weeks of professional nursing experience equivalent to at least the GS-9 level; OR completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education.

**Professional Nursing Specialized Experience:** Experience in assessing, planning, implementing and evaluating a comprehensive hospital-wide education program. This experience may also have been gained, as a consultant to nursing programs or to health-related programs. Examples of the types of experience, which will be credited, are shown under description of "Duties and Responsibilities".

**SELECTIVE FACTOR:** In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs).

Verification of a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required when filling all positions for registered nurses at all levels.

**PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY:** Each PHS nurse must possess and maintain a valid, active, current licensure/registration as a professional nurse.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed at least 52 weeks of service no more than 2 grades 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.**

1. Ability to develop, implement and evaluate nursing education and hospital-wide development programs.
2. Knowledge of accreditation standards and regulations by various regulatory agencies.
3. Ability to communicate orally and in writing.
4. Ability to supervisor and review work of others.
5. Ability to plan, organize and prioritize work.

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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.

**Non-Status Candidates:** Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and 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).

**Commissioned Corps Officers:** The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Vacancies may be filled through Office of Personnel Management's delegated Direct Hire Authority (D.H.A). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing D.H.A., the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. **Indian Preference does apply.**

**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 Cynthia Tsalate (505) 782-7515. 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:**

Indian Health Service – Zuni Service Unit  
SE Regional Human Resources Office  
P.O. Box 467  
Zuni, New Mexico 87327

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 inquires, contact Cynthia Tsalate, Human Resources Specialist, 505-782-7515.

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**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

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Signature of Applicant

**Addendum to Declaration for Federal Employment (OF 306)  
Indian Health Service  
Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
(Please print)

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES\_\_\_\_\_ NO\_\_\_\_\_

*[If a YES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?  
YES\_\_\_\_\_ NO\_\_\_\_\_

*[If a YES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant=s Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.  
**Please do not send completed data collection instruments to this address.**

## HOW TO APPLY

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.

<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>	<b>Résumé or Other written application format with information requested below.</b>
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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.

**Procedure for using résumé or other written application:** 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.

- **JOB INFORMATION**  
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**  
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).  
Social Security Number.  
Country of citizenship.
- **EDUCATION**  
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.
- **WORK EXPERIENCE**  
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.
- **OTHER QUALIFICATIONS**  
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.
- **KSA**

**Submit a copy of applicable documents with your application if you are in the following categories:**

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<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>