



Job Title: Supervisory Clinical Nurse
Department: Department Of Health And Human Services
Agency: Indian Health Service
Job Announcement Number: IHS-12-BI-725174-DH

SALARY RANGE: \$67,047.00 to \$82,131.00 / Per Year
OPEN PERIOD: Monday, August 13, 2012 to Friday, August 24, 2012
SERIES & GRADE: GS-0610-11
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy in the following location:
Browning, MT United States
United States Citizens
WHO MAY BE CONSIDERED:
JOB SUMMARY:

INDIAN HEALTH SERVICE IS CURRENTLY A SUPERVISORY CLINICAL NURSE

Hiring Incentives Available and Federal Benefits Package

Become a part of the Department that touches the lives of Indigenous Americans! At IHS you can make a difference in the lives of Native Americans and Alaska Natives around the Country.

These vacancies are being filled through the Office of Personnel Management's delegated Direct Hire Authority. The following is applicable: all applicants who meet the basic qualification requirements will be made available to the Selecting Official for consideration. Hiring preference will be given to qualified Native American and Alaska Native applicants, but Veterans' preference and traditional rating and ranking of applications do not apply to these vacancies.

A severe Government-wide shortage of candidates exists and/or a critical hiring need is present for this occupation as determined by the Office of Personnel Management (OPM). Therefore, these Federal positions are also being filled through OPM's Government-wide Direct Hire Authority (DHA). This flexible hiring authority has been authorized by the Chief Human Capital Officer Act of 2002 (Title XIII of the Homeland Security Act and codified at 5 U.S.C. § 3304). If utilizing DHA, the following is applicable: a vacancy is established, applicants who are U.S. citizens and meet the basic qualification requirements will be forwarded to the Selecting Official for consideration, and the "rule of three", Veteran's preference, & traditional rating/ranking of applicants do not apply to the Direct Hire process (Indian Preference does apply).

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is required by law to give absolute preference Indian applicants and employees who are qualified and suitable for Federal employment. Therefore, IHS is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. In other than above, IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), Indian Health Service (IHS), Billings Area Indian Health Service, Blackfeet Service Unit:
Browning, MT United States - 1 vacancy

POSITION DETAILS: << 1 - Permanent, full-time position to be filled >>

Salary range: \$67,047.00- \$82,131.00 (Annually)

Promotion potential: None

Merit Promotion Position: Yes
Travel Required: Yes; occasional
Supervisory/Managerial Position: Yes; You may be required to serve a one year probationary period.
Relocation Expenses Paid: Not Paid: travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the employee.
Is drug testing required?: No
Is government housing available?: Yes (depending on availability)
Is this a bargaining unit position?: No
Alternative work schedule, call back overtime, rotating shifts?: Yes

Who may apply:

Any U.S. Citizen.

***** This position is also being announced under Announcement # IHS-12-BI-725171-ESEP/ MP for those who want to be considered under Merit Promotion Plan/ Excepted Service Examining Plan. If you wish to be considered all hiring plans you must submit an application to both job opportunity announcements.*****

KEY REQUIREMENTS

- Position subject to background investigation.
- As part of the pre-employment process, fingerprint checks are required.
- If applicable-Selective Service registration (Males born after 12/31/59)
- Must be a US Citizen to apply.
- Copy of current license required during the hiring process

DUTIES:

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may impact your rating or result in you losing consideration for the job.

MAJOR DUTIES:

- Plans, set priorities, provides direction and maintains day to day responsibility of care, treatment and/or services provided: ensuring compliance with established standards of care including safety, infection control, environmental, quality assurance and performance improvement activities and other regulatory requirements applicable to all patient care areas.
- Develops, implements, and assures that departmental policies and procedures and other program guidelines are current and consistent with national accepted standards such as CMS and other related professional standards: establish a system to review, update, and implement policies and procedures that support and promote environmental and patient safety programs and all requirements relevant to the unit.
- Utilize the nursing process independently to provide complex and/or routine nursing care for a wide variety of medical disorders and age groups including the overall care of OB/GYN and newborn patients.
- Participates in the care, treatment, or services provided in other areas of the hospital such as outpatient clinic, emergency room, and surgery department including the outlying clinic depending upon patient acuity/census, staff absences, and vacant positions, and as need dictates.
- Promptly and fully investigates and resolves complaints of patients, visitors, family members, or significant others; refers more serious complaints not resolved to higher-level supervisor or manager.

- Participates in developing, monitoring, and maintaining an annual operating budget.
- Promotes personal and professional staff development and growth that advance staff competency to ensure quality patient outcomes and patient safety.
- Implement and participate in performance improvement program and activities that improve patient outcomes, promote patient safety and risk management.

QUALIFICATIONS REQUIRED:

All applicants must meet the qualification requirements of this position by the closing date of the job announcement: Friday, August 24, 2012.

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. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

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. An applicant who has graduated from an approved nursing educational program within the past 12 months may be appointed pending State registration as a professional nurse within 6 months of appointment. No person appointed pending registration may be retained beyond 6 months, or promoted, if registration has not been attained.

The following shows the amounts of education and/or experience required to qualify for this position:

GS-11: 1 year of specialized experience equivalent to at least the GS-9 grade level OR Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education.

Specialized Experience: For GS-11 level, you must have one year of experience (equivalent to the GS-9) that included duties such as:
 Planning and directing the work of others in an Inpatient/Obstetric environment. Provide leadership for the nursing staff and for planning and arranging the delivery of hospital services in order to maintain continuity of comprehensive care. Participate in human resource management activities, such as recruiting, hiring, evaluating performance, disciplinary actions. Sets priorities, establishes work unit goals and objectives. Plan and establish work schedules. Develops and implements policies and procedures that guide and support the provision of care, treatment and services. Developing, monitoring and managing an annual budget. Promoting personal and professional staff development in the role of an educator. Participates, supports and promotes in the assessment and implementation of the new initiatives, including Improved Patient Care (IPC), toward improving patient care; adoption of best practices and developing a health care team to improve the quality of and access to care. Develop and implement a plan of care for assigned patients in inpatient ward and obstetrics department based on the nursing process. Provide nursing interventions based on established plan of care and evaluate effectiveness. Documents nursing activities regarding direct patient care, quality improvement, infection control, assignments, etc.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below:

A. Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.

B. Accomplish the quality and quantity of work expected within set limits of cost and time.

C. Plan own work and carry out assignments effectively.

D. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions relating to the work.

E. Understand and further management goals as these affect day-to-day work operations.

F. Develop improvements in or design new work methods and procedures.

IN ADDITION to the abilities required above, candidates must also possess, or have the potential to develop, the ability to:

1) Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.

2) Adjust work operations to meet emergency or changing program or production requirements within available resources and with minimum sacrifice of quantity of quality work.

3) Establish program objectives or performance goals and to assess progress toward their achievement.

4) Coordinate and integrate the work activities of several organizational segments or several different projects.

5) Analyze organizational and operational problems and develop timely and economical solutions.

6) Represent the activity both within and outside the organization or agency and to gain support for the agency's program goals.

Personal Attributes: Candidates for all supervisory/managerial positions must demonstrate all of the following personal qualities:

a. Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;

b. Capacity to adjust to change, work pressures, or difficult situations without undue stress;

c. Willingness to consider new ideas or divergent points of view;

d. Capacity to "see the job through;"

e. Understanding of the ability to work with American Indians and Alaska Natives.

Your education and work experience may be combined to meet the qualification requirements of this position.

You must provide the required information during the application process;

1. Applicable Supporting Documentation (see Required documents section in this announcement for more details)
2. All applicants are **required** to submit the following supporting document type(s):
 - Resume

Applicants may also submit the following supporting document type(s), which may not be required for all applicants:

- Cover Letter
- DD-214
- OF-306
- Other
- Other Veterans Document
- SF-15
- SF-50
- Transcript

HOW YOU WILL BE EVALUATED:

These vacancies are being filled through the Office of Personnel Management's delegated Direct Hire Authority. The following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. Veterans' preference and traditional rating and ranking of applications do not apply to this vacancy.

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at

[https:// my.usajobs.gov/ ResourceCenter/ Index/ Interactive/ Benefits](https://my.usajobs.gov/ResourceCenter/Index/Interactive/Benefits).

OTHER INFORMATION:

CONDITIONS OF EMPLOYMENT:

SUITABILITY, CLEARANCE, & REQUIREMENTS:

- IF you are selected for this vacancy, you must undergo a fingerprint check. Fingerprint results must be cleared prior to hire (you will receive instructions on how to obtain and submit fingerprints). Also, a security questionnaire must be completed before or on the date of hire. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. IF you are found not suitable, you will be terminated after you begin work. 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 subject to possible criminal charges.
- Before hiring can be made final, selectee will be required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
- Before hiring can be made final, selectee will also be required to complete an "Addendum to the Declaration of Federal Employment – Optional Form 306. Under P.L. 101-630 Indian Child Protection and Family Violence Prevention Act, persons who have been arrested for or charged with a crime involving a child, or violent crime against a person, may not be eligible for employment with IHS.

OTHER:

- The selected individual is required to obtain and maintain medical staff clinical privileges, including any licensure requirements. If privileges are not obtained or maintained during employment, the employee will be subject to adverse actions, up to and including removal from Federal service.
- Selectee will be required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
- Males over the age of 18, and born after December 31, 1959, are required to be registered with the Selective Service System (or have an exemption) in order to be eligible for employment with the Federal Government.
- Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
- The incumbent may be required to travel and must possess a valid driver's license.

OTHER IMPORTANT INFORMATION:

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 an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless a proper BIA Form 4432 is attached to the application/ resume.**

All information provided by the candidate will be verified, reference checks will be conducted from current and past supervisors on the tentative selectee.

The law prohibits public officials from appointing, promoting, or recommending their relatives.

Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

<http://www.hhs.gov/careers/jobs/tips/>

Candidates must meet qualification requirements, licensure requirements (possess and maintain a current, valid, active State license/registration as a Physician), performance requirements, citizenship and suitability requirements, and any other eligibility requirements before appointment.

Selectee may be required to serve a one year probationary period.

After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position.

The investigation must find that you are suitable for Federal employment in your position. If you are found not suitable, you will be terminated after you begin work. 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 subject to possible criminal charges.

IHS - Operated Properties are tobacco free

HOW TO APPLY:

You MUST provide the required documents listed below during the application process.

IF any of the following are missing when the announcement closes we will deem your application incomplete:

___ **Resume** - You are encouraged to use the [USAJobs online resume builder](#) to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that **includes hours worked per week, month and year of employment.**

If you choose to submit resume or other application format, you should include the following information:

JOB INFORMATION:

Announcement number, title, and grade(s) of the job for which you are applying and duty station(s) interested in.

PERSONAL INFORMATION:

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes), and e-mail address (if any), Country of citizenship

EDUCATION:

- High School (name, city, and state) and date of diploma or GED
- College and/or universities (name, city, and state, major, type and year of degrees received)
- Copies of college transcripts, if applicable.

WORK EXPERIENCE:

Give the following for your paid and non-paid work experience related to the job for which you are applying:

- Organization and Job title (if Federal, please indicate series and grade & submit SF-50)
- Duties and accomplishments
- Supervisor's name, address, and phone number
- Starting and ending dates (month and year) and average hours worked per week

OTHER QUALIFICATIONS: Give dates but do not send documents unless requested:

- Job related training courses (title and year) and skills
- Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
- Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

*****If your resume or application does not provide all the information we request, you may lose consideration for a job.*****

WHERE TO APPLY
submit applications to:
Indian Health Service
PO Box 36600

Billings, MT 59107
Attn: Taleshia Hugs
or

e-mail to: [TAG:CONTACT E-mail](#) or fax to: 406-247-7251

If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office, Taleshia Hugs, (406)247-7211, TALESHIA.HUGS@IHS.GOV. "The decision on granting reasonable accommodation will be on a case-by-case basis."

REQUIRED DOCUMENTS:

You must provide the required information during the application process; if any of the following are missing when the announcement closes your application may be considered incomplete:

1. Completed Resume
2. Copy of current License
3. BIA 4432 (if claiming Indian Preference)
4. SF-50 Notification of Personnel Action (current or former federal employees who wish to be considered under direct hire.)

AGENCY CONTACT INFO:

Taleshia Hugs
Phone: (406)247-7211
TDD: 301-443-6394
Email: TALESHIA.HUGS@IHS.GOV

Agency Information:
Indian Health Service HR Center
PO Box 36600
2900 4th Ave North
Billings, MT
59107

WHAT TO EXPECT NEXT:

We will review your résumé and required supporting documents to ensure you meet the basic qualification & eligibility requirements. This position is covered under Public Law 101-630 Indian Child Protection and Family Violence Prevention Act.

Control Number: 323919900

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