PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR *Bend, OR*
Camp Rilea (Warrenton, OR)
Hillsboro, OR *East Portland, OR*

NOTICE OF VACANCY

1. Announcement Number	2. Title, Series, Grade, Salary	3. Tour of Duty	4. Duty Station
177- Occupational Health Nurse Manager	**Registered Nurse FS AD/VN-610** Competitive salary commensurate with education and experience as determined by Nursing Professional Standards Board	**Days M-F**	**Primary Care Division Portland, OR**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
1 Permanent Full time position	**Nursing Professional Services 503-402-2920**	**04/02/2010**	**Until Filled 1st consideration date 04/09/2010**

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

The Occupational Health Manager will serve as a member of management team. The individual will be responsible for daily operational management of Occupational Health with goals for achievement of quality care standards, productivity targets, efficiency improvement. Assures the policies, practices and services of the Division are consistent with the mission and vision of the Medical Center and VISN 20. The Occupational Health Manager assures compliance with internal and external regulatory accreditation standards; e.g., JC and OSHA. The Occupational Health Manager will: 1) provide overall management, leadership and direction for Occupational Health Service to include oversight of programs, both mandated and others that fall within Occupational Health, as assigned/designated by the Assistant Director; 2) provide first-line supervision of all support staff within the program; 3) provide administrative and programmatic supervision of Provider(s) within the Occupational Health Service; 4) The incumbent will serve on the Hospital Safety Committee; 5) coordinate Employee programs such as flu shots, etc.; 6) collaborate with Infection Control and other Medical Center Departments on issues related to Employee Safety; 7) be responsible for the tracking of multiple issues of Employee Exposures and other issues as directed by policy; 8) oversight and reporting of medical surveillance, BPP, TB, Injury Management, Ergonomics; and 9) assume other duties as assigned.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Experience: Occupational Health and/or Public Health experience preferred. Leadership/Management experience required. Minimum 3 years Med/Surg experience required.

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G6) for AD/VN-610 series applies and may be reviewed in the Human Resources Management Service Office.

- Citizen of United States
- Graduate of a school of professional nursing approved by the appropriate State agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE).
- In cases of graduates of foreign schools of professional nursing, possession of current, full, active, and unrestricted registration and the possession of a Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will meet the requirement of graduation from an approved school of professional nursing.
- Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. The RN must maintain a current, full active and unrestricted registration to continue employment with the VA.
- For Nurse II, the applicant will have a BSN with 2-3 years of nursing experience **OR** an Associate degree or diploma in nursing and a bachelors degree in a related field and 2-3 years nursing experience **OR** a Master's degree in nursing or a related field with a BSN with 1-2 years of experience.
- For Nurse III, the applicant will have a Master's degree in nursing or related field with a BSN and 2-3 years of nursing experience OR a Doctoral degree in nursing or related field and 2-3 years of nursing experience.

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CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

VACareers has descriptions of all Title 38 Jobs and their benefits.

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

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Nursing Professional Services by Close of Business (COB) on 04/09/2010 for first consideration. This position is open until filled. On-Line Application forms may be obtained by calling NPS at 503-402-2920.

Applications may be mailed to:
Portland VA Medical Center, P2NPS
Attn: 177-Occupational Health Nurse Manager
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 101, Room 212
Portland OR 97239

Portland VAMC employees must submit a

1. Request for transfer through the Transfer Request link on the Nursing Professional Services intranet.

Other VA Employees must submit

1. VA Form 10-2850a, Application for Nurse and Nurse Anesthetists via updating their VetPro credentialing. Please call NPS at 503-402-2920 for assistance.
2. OF-306, Declaration for Federal Employment (January 2001 version or later).
3. Latest SF-50, Notification of Personnel Action
4. Latest performance appraisal

Non VA Applicants must submit:

1. VetPro – Electronic credentialing. Please contact Nursing Professional Services for access to VetPro at 503-402-2920. Once you submit your credentials you will be able to print VA Form 10-2850, Application for Nurse and Nurse Anesthetists.
2. VA Form 10-2850, Application for Nurse and Nurse Anesthetists (printed from step 1).
3. OF-306, Declaration for Federal Employment (January 2001 version or later).
4. Veterans Preference:
   a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
   b. SF-15, Application for 10-point Veteran Preference (December 2004 version or later)
   c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (if cumulative GPA of 3.5 or higher).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications**.**
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**