



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Warrenton, OR West Linn, OR  
Hillsboro, OR East Portland, OR*



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>Portland VA Medical Center - LPN</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>LPN FS GS-620</b>  Competitive salary commensurate with education and experience as determined by LPN Professional Standards Board	<b>3. <u>Tour of Duty</u></b>  <b>Dependant on position appointed to</b>	<b>4. <u>Duty Station</u></b>  <b>Position Dependent</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Temporary/Permanent Full Time/Part Time &amp; Intermittent positions</b>	<b>6. <u>Contact</u></b>  <b>Nursing Professional Services 503-402-2920</b>	<b>7. <u>Opening Date</u></b>  <b>08/10/2010</b>	<b>8. <u>Closing Date</u></b>  <b>Open Recruitment for all LPN Vacancies</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran’s Canteen Service and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.
- Any US Citizen

### MAJOR DUTIES:

The Portland VA Medical Center now accepts applications on a continuous basis for all specialties and locations LPN’s are employed. You are encouraged to contact the Office of Nursing Professional Services to submit an application for employment. Applications are forwarded for 6 months to all hiring managers in the specialty areas you indicate in the application materials. Opportunities for Nursing employment at PVAMC’s occur often and we invite you review the excellent benefits our LPN’s enjoy. PVAMC is one of the five Magnet Designated VA Hospitals in the country.

**POSITION’S REFERRED TO ARE IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Experience:** 1 year LPN experience required or clinical rotation at the Portland VA Medical Center within the past 12 months.

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G6) applies and may be reviewed in the Human Resources Management Service Office.

- A. Must be a U.S. citizen.
- B. Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory or commonwealth (i.e., Puerto Rico) of the United States or District of Columbia.
- C. Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant. Health care education in the military service or training in the military service which is accepted by the licensing body in the jurisdiction in which the individual is licensed as qualifying for full LPN/LVN licensure will be accepted as meeting the education requirements for VHA employment.
- D. Licensed practical or vocational nurses appointed to direct patient care positions must be proficient in (both) spoken and written English as required by 38 USC 7402(d), and 7407(d).

### CONDITIONS OF EMPLOYMENT:

- It may be necessary to utilize the selected person’s services at a different location than hired within the Portland VA Medical Center commuting area including Washington and Oregon 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 applicants must submit their credentials and work history in VetPro as part of the application process. 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.
- 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.
- [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 submitted to Nursing Professional Services (NPS). Applications are referred to vacancies as they occur and are not posted individually. Your application MUST be on file and up to date with Nursing Professional Services to considered.** On-Line Application forms and details pertaining to the hiring process may be obtained by calling NPS at 503-402-2920.

***Applications may be mailed to:***

Portland VA Medical Center  
Attn: P2NPS  
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. VetPro – Electronic credentialing. Please contact Nursing Professional Services for access to VetPro at 503-402-2920 or by e-mailing [vhapor-NPSRecruitment@va.gov](mailto:vhapor-NPSRecruitment@va.gov) the following demographics and you will receive a reply e-mail with your access and all the tools needed to complete the application:
  - a. Legal first and last name
  - b. Your facility #, & VetPro contact
2. VA Form 10-2850c, Application for Associated Health Occupations (printed from step 1).
  1. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
  2. Latest SF-50, Notification of Personnel Action
  3. Latest performance appraisal
  4. Experience and Area of Interest form (supplied by NPS when your VetPro is opened for updating)

**Non VA Applicants** must submit:

3. VetPro – Electronic credentialing. Please contact Nursing Professional Services for access to VetPro at 503-402-2920 or by e-mailing [vhapor-NPSRecruitment@va.gov](mailto:vhapor-NPSRecruitment@va.gov) the following demographics and you will receive a reply e-mail with your access and all the tools needed to complete the application:
  - a. Legal first and last name
  - b. Social Security Number
  - c. Date of Birth
  - d. Gender
  - e. Full mailing address
  - f. Telephone number
4. VA Form 10-2850c, Application for Associated Health Occupations (printed from step 1).
5. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
6. 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.
7. SF-50, Notification of Personnel Action (if applying as reinstatement eligible OR former VA RN employee).
8. A copy of your college transcripts (if cumulative GPA of 3.5 or higher).
9. Experience and Area of Interest form: AEI (supplied by NPS when your VetPro account is established)
10. Resume

#### **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.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- Please submit documentation to support your application for employment. Ensuring that all experience, formal training, award recognition, etc. are documented in a resume is not required but helpful. Experience may include voluntary or other non-paid experience in the appropriate field.
- Thank you for your interest in VA employment. In order to process your application efficiently and prevent delays please review all application materials prior to submitting and ensure all answers and signatures are complete.
- **At this time the Portland VA Medical Center is not able to accept FAX, or emailed applications or applications in a US government envelope.**