



# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>LPN PC</b></p>	<b>*2. <u>Title, Series, Grade, Salary</u></b> <p style="text-align: center;"><b>LPN FS GS-620</b></p> <p>Competitive salary commensurate with education and experience as determined by LPN Professional Standards Board</p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"><b>Mon-Fri Varies depending on assignment.</b></p>	<b>4. <u>Duty Station</u></b> <p style="text-align: center;"><b>Portland VAMC Portland, OR Salem, OR Bend, OR Warrenton, OR Hillsboro, OR</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b> Permanent Full Time 2-Portland East CBOC 1 – Salem CBOC 3 -Bend CBOC 1-Camp Rilea CBOC 1-Hillsboro CBOC	<b>6. <u>Contact</u></b>  <p style="text-align: center;"><b>Nurse Recruiter <a href="mailto:Traci.Charlton@va.gov">Traci.Charlton@va.gov</a></b></p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>09/30/2009</b></p>	<b>8. <u>Closing Date</u></b> <p style="text-align: center;"><b>1<sup>st</sup> consideration 10/14/2009 Until Filled</b></p>

### 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.
- Any US Citizen

### MAJOR DUTIES:

The LPN/LVN assigned to Primary Care Clinics functions as a team member under the guidance of the Registered Nurse, but must be able to function independently and autonomously and is responsible for: 1) providing medical Assistive care and administrative support; 2) observing, identifying and responding to the patients needs for nursing, medication, finger sticks for blood glucose testing, equipment assisted care and to recognize deviations from normal; 3) Patient education and assessments; 4) Completing the Health Promotion/Clinical Reminders as appropriate and documentation accordingly.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**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; 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:

- 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.

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- 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 10/14/2009 for first consideration.**

*Applications may be mailed to:*

Portland VA Medical Center, P2NPS  
**Attn: LPN PC**  
 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 Request for transfer through the [Transfer Request](#) link on the [Nursing Professional Services](#) intranet.

**Other VA Permanent Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#) (**In box 3 indicate specific location(s) you would like to be considered for.**)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. 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 10-2850c, Application for Associated Health Occupations.
2. VA Form 10-2850c, Application for Associated Health Occupations (Printed from step 1. **In box 3 indicate specific location(s) you would like to be considered for.**)
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter 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).

#### **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:**

- 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.