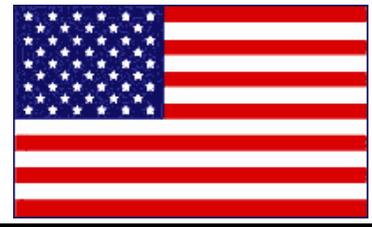




# PORTLAND VA MEDICAL CENTER

*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>T38-09-0050-JB</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Supervisory Social Worker  (OEF/OIF Program Manager)FS  GS-185-12  \$71,087 to \$92,409 per annum  (Based on full-time employment)</b> </p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"><b>Days M-F</b></p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"><b>Office of Chief of Staff, Portland Division</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"><b>Permanent 1 Full-time position</b></p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"><b>Human Resources Assistant 503-273-5236</b></p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>12/29/08</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>01/02/09</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center in Office of Chief of Staff **ONLY**.

**MAJOR DUTIES:**

The Operation Enduring Freedom (OEF)-Operation Iraqi Freedom (OIF) Program Manager oversees all seamless transition activities and the coordination of care and services for OEF and/or OIF service members and veterans treated at the facility. OEF and/or OIF service members and veterans treated come from a wide geographic area. Their health care and psychosocial problems and needs are complex and require a high degree of clinical oversight and creative problem solving. The incumbent facilitates efficient and appropriate delivery of care across episodes of care within the Medical Center and Community-based Outpatient Clinics (CBOC), including Mental Health services. The Program Manager has programmatic responsibility for facility staff providing services to OEF and/or OIF service members and veterans, including nurse and social worker case managers and transition patient advocates. The OEF-OIF Program Manager is assigned to a Department of Veterans Affairs (VA) medical center. The incumbent is a master's prepared social worker.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix F7) applies and may be reviewed in the Human Resources Management Service Office.

**Basic Requirements:** Master's degree in Social Work from a School of Social Work accredited by the Council of Social Work Education. All candidates must possess a state license, certification or registration to practice social work. If the successful applicant is not licensed at the time of appointment, she/he must be licensed or certified at the Master's level, within 3 years of his/her appointment as a social worker or 1 year from the day she/he meets the full requirements of the state for licensure or certification, whichever is longer. Individuals who fail to obtain licensure and/or certification within the allotted time will be removed from the GS-185 series. This may result in termination of appointment.

**Specialized Experience:** In addition to meeting all basic requirements, 1 year of professional social work experience, equivalent to the next lower grade level, under qualified social work supervision. This experience must have been in a clinical setting and must have demonstrated the potential to perform advanced assignments independently.

**BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Professional knowledge of the principles and theoretical concepts of social work as well as the administrative mechanisms appropriate to the assignment.
2. Ability to collaborate and communicate effectively with professional and non-professional health personnel at all the organization levels.
3. Ability to provide fair, principled and decisive leadership or consultation in a work environment that promotes shared accountability.
4. Thorough knowledge of VHA strategic mission, goals and directives.
5. Ability to provide supervision in areas related to the provision of behavioral and mental health services to accomplish treatment goals and objective.

**CONDITIONS OF EMPLOYMENT:**

- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.
- 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

**(Continued on next page)**

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.
- 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.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- 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 38USC 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:**

##### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

##### **Other VA Permanent Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. Resume or CV
5. [OF-306, Declaration for Federal Employment](#)
6. Latest SF-50, Notification of Personnel Action
7. Copies of all current licenses
8. Latest performance appraisal

##### **Non VA Applicants must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
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).
6. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
7. Copies of all current licenses, registrations, or certifications (applicable to job).
8. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 01/02/09.** Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T38-09-0050-JB**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

#### **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.**