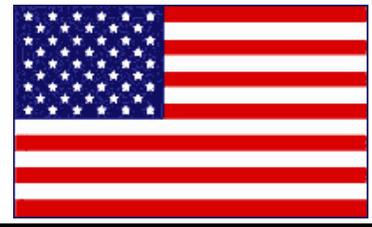




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> <p style="text-align: center;">T38-09-0261-SJ</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;"> Social Worker (Palliative Care) FS GS-185-12 \$71,087 to \$92,409 per annum (Based on full-time employment) </p>	3. <u>Tour of Duty</u> <p style="text-align: center;"> Days M-F </p>	4. <u>Duty Station</u> <p style="text-align: center;"> Chaplain & Social Work Service, Portland Division </p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;"> Permanent 1 Full-time position </p>	6. <u>Contact</u> <p style="text-align: center;"> Human Resources Assistant 503-273-5236 </p>	7. <u>Opening Date</u> <p style="text-align: center;">8/31/2009</p>	8. <u>Closing Date</u> <p style="text-align: center;">9/14/2009</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 mission of this position is to manage the administrative and clinical aspects of the interdisciplinary Palliative Care Consult Team (PCCT) at the Department of Veterans Affairs Medical Center, Portland, Oregon. The incumbent has responsibility for coordinating interdisciplinary staffing, work assignments, treatment services provided, and admission criteria of the program. The incumbent has significant responsibility for the development, coordination, and accountability of the Palliative Care Consult Team. The incumbent manages and controls the use of data related to these programs regarding day to day functioning and program evaluation. The incumbent is a member of the VISN 20 Palliative Care Steering Committee. The incumbent provides a full range of professional social work services to and behalf of veterans and family members serviced by the PCCT. Patients in this program come from the Portland service area and other facilities in or beyond VISN 20. The incumbent provides supervision to social work trainees assigned to PVAMC's Interprofessional Fellowship in Palliative Care. The incumbent is guided by accepted and established professional social work principles and by policies and procedures set forth in Department of Veterans Affairs manuals, bulletins, guidelines, and other informational documents. The incumbent functions under the Director of Chaplain and Social Work Service. The Incumbent must be licensed in a state at the advanced practice level.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook and VA Handbook 5005, Pt II, Appendix G39 for GS-185 series applies and may be reviewed in the Human Resources Management Service office.

Basic Requirements:

- **Education:** Have a master's degree in social work (MSW) from a school of social work fully accredited by the Council on Social Work Education (CSWE). Graduates of schools of social work that are in candidacy status do not meet this requirement until the school of social work is fully accredited. A doctoral degree in social work *may not* be substituted for the master's degree in social work.
- **Licensure:** Persons hired or reassigned to social worker positions in the GS-185 series in VHA must be licensed or certified by a state to independently practice social work at the master's degree level. Current state requirements may be found on the OHRM website.
- **Loss of Licensure or Certification.** Once licensed or certified, social workers must maintain a full, valid and unrestricted independent license or certification to remain qualified for employment. Loss of licensure or certification **will** result in removal from the GS-185 social work series and **may** result in termination of employment

Specialized Experience: Individuals assigned as social worker program coordinator or manager must be licensed or certified at the advanced practice level. Their experience must demonstrate possession of advanced practice skills and judgment, demonstrating progressively more professional competency. They may have certification or other post-master's degree training from a nationally recognized professional organization or university that includes a defined curriculum/course of study and internship, or equivalent supervised professional experience. Program coordinators at the GS-12 grade are administratively responsible for a clinical program providing treatment to patients in a major specialty. They may be the sole practitioner in this specialty at the facility and typically provide direct patient care

(Continued on next page)

services in the program area. They manage the daily operation of the program, develop policies and procedures for program operation, and prepare reports and statistics for facility, VISN, and national use. They may be responsible for the program's budget. In addition, the candidate must demonstrate the five (5) professional KSAs listed below.

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

Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):

1. In-depth knowledge of the program coordinated, and demonstrated knowledge and ability to write policies, procedures, and/or practice guidelines for the program.
2. Knowledge and skill in management/administration, which includes supervision, consultation, negotiation, and monitoring.
3. Ability to [coordinate]¹ multidisciplinary staff assigned to the program.
4. Ability to organize work, set priorities, meet multiple deadlines, and evaluate assigned program area(s).
5. Ability to provide training, orientation, consultation and guidance within clinical specialization of practice.

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.

Applicants without prior federal service will be appointed at step one of the grade

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.

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:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. 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. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action

¹ The word "coordinate" was used in place of "supervise" for this vacancy announcement.

5. Copies of all current licenses
6. 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. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

All application packets must be received in Human Resources by Close of Business (COB) on 9/14/2009.

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: T38-09-0261-SJ
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.
- 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.**