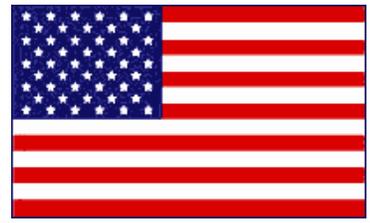




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>T38-09-0262-RB</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Administrative Director FS Competitive salary commensurate with education and experience as determined by the Professional Standards Board</p>	<p>3. <u>Tour of Duty</u></p> <p>Days M-F</p>	<p>4. <u>Duty Station</u></p> <p>Mental Health Division, Portland, Oregon</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-273-5236</p>	<p>7. <u>Opening Date</u></p> <p>09/14/2009</p>	<p>8. <u>Closing Date</u></p> <p>10/02/2009</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

Position may be filled as a Clinical Psychologist, Registered Nurse IV, Clinical Psychiatrist, Supervisory Social Worker, or Administrative Director.

MAJOR DUTIES:

The incumbent serves as the Administrative Director of the Division of Mental Health and Clinical Neurosciences (MH), which includes interdisciplinary patient care services provided in the inpatient care setting, as well as various behavioral care areas including the Temporary Lodging Unit (TLU). In collaboration with the Clinical Director, The Administrative Director has primary responsibility for MH administrative operations, including personnel management, contracting, staff education, budget analysis, preparation, and the administrative support of clinical practice. This position is located in the Division of Mental Health and Clinical Neurosciences within the Medical Practice Group. The incumbent actively collaborates with the Clinical Director; they report together to the Chief of Staff. The Administrative Director may be responsible for conducting research, and fulfilling requirements associated with a faculty appointment at the Oregon Health & Science University, and/or participating in local regional, or national committees.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

CLINICAL PSYCHOLOGIST

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G18) for GS-180 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements: The basic requirements for employment as a VHA psychologist are prescribed by: Public Law 96-151 codified in Title 38, U.S.C. § 7402. To qualify for appointment, all applicants for the position of psychologist in VHA must meet the following:

- **Citizenship:** Citizen of the United States. (Non-citizens may be appointed when it is not possible to recruit qualified citizens in accordance with chapter 3, section A, paragraph 3g, this part.)
- **Education:** (1) Have a doctoral degree in psychology from a graduate program in psychology accredited by the American Psychological Association (APA). The specialty area of the degree must be consistent with the assignment for which the applicant is to be employed. **AND** (2) have successfully completed a professional psychology internship training program that has been accredited by APA. Exceptions: (1) new VHA psychology internship programs that are in the process of applying for APA accreditation are acceptable in fulfillment of the internship requirement, provided that such programs were sanctioned by the VHA Central Office Program Director for Psychology and the VHA Central Office of Academic Affiliations at the time that the individual was an intern and

(Continued on next page)

(2) VHA facilities who offered full one-year pre-doctoral internships prior to PL 96-151 (pre-1979) are considered to be acceptable in fulfillment of the internship requirement.

- **Experience:** At least 1 year of professional psychologist experience equivalent to the next lower grade level, and must fully meet 5th KSA'S for that level.
- **Licensure.** Hold a full, current, and unrestricted license to practice psychology at the doctoral level in a State, Territory, Commonwealth of the United States (e.g., Puerto Rico), or the District of Columbia.
- **Exception.** The Secretary may waive the requirement of licensure for an individual psychologist for a period not to exceed 2 years from the date of employment on the condition that such a psychologist provide care only under the supervision of a psychologist who is so licensed. Non-licensed psychologists who otherwise meet the eligibility requirements may be given a temporary appointment as a graduate psychologist under the authority of 38 U.S.C. § 7405 (a) (1) (D). Failure to obtain licensure during that period is justification for termination of the temporary appointment. This may result in termination of employment

PHYSICIAN (PSYCHIATRY)

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G2) applies and may be reviewed in the Human Resources Management Service Office.

- Must be a citizen of the United States.
- Must have a Degree of doctor of medicine or an equivalent degree resulting from a course of education in medicine or osteopathic medicine.
- Must provide evidence of an active, current, full and unrestricted license to practice Medicine or Surgery in a State, Territory or Commonwealth of the U.S. or the District of Columbia.

Must be board-certified or board eligible in Psychiatry.

SOCIAL WORKER

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.
- **Failure to Obtain License or Certification.** In all cases, social workers must actively pursue meeting state prerequisites for licensure or certification starting from the date of their appointment. At the time of appointment, the supervisor, Chief Social Work or Social Work Executive will provide the unlicensed/uncertified social worker with the written requirements for licensure or certification, including the time by which the license or certification must be obtained and the consequences for not becoming licensed or certified by the deadline. Failure to become licensed or certified within the proscribed amount of time will result in removal from the GS-185 social work series and **may** result in termination of employment.
- **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:

- Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.
- Assistant Service Chief, Chief Social Work Service, and Social Work Executive must evidence possession of supervisory and management skills, must be licensed or certified at the advanced practice level, and must be able to provide supervision for licensure. Their experience must demonstrate possession of advanced practice skills in

administration, demonstrating progressively more professional competency skills and judgment. 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. In addition, they must demonstrate the professional KSAs.

NURSE IV

QUALIFICATION REQUIREMENTS:

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 IV, the applicant will have a Doctoral degree in nursing.

The preferred candidate will possess knowledge of and understanding of Post-Traumatic Stress Disorder (PTSD), differential diagnosis, and treatment resources specific to PTSD.

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

Applicants must demonstrate through their experience or education that they possess the following KSAs

1. Ability to organize work, set priorities, delegate tasks, and meet multiple deadlines
2. Skill in managing and directing the work of others to accomplish program goals and objectives, and ability to devise ways to adapt work operations to new and changing programs, staffing, and budget requirements, etc.
3. Ability to translate management goals and objectives into well-coordinated and controlled work operations.
4. Ability to establish and monitor production and performance priorities and standards.
5. Knowledge of, and ability to appropriately utilize, evidence based practices and clinical practice guidelines and ability to guide staff in using these tools.
6. Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.

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
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- 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.
- 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.
- Relocation incentive may be authorized.
- Recruitment incentive may be authorized.
- 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:

U S Citizens 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 12/18/2009.

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: T38-09-0262-RB

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.**