PORTLAND VA MEDICAL CENTER

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

NOTICE OF VACANCY **AMENDED** 2/16/2010

1. Announcement Number	2. Title, Series, Grade, Salary	3. Tour of Duty	4. Duty Station
T38-10-0065-SJ	**Dental Assistant FS** **GS-681** Competitive salary commensurate with education and experience as determined by Professional Standards Board **(Based on full-time employment)**	**Days** **M-F**	**Operative Care Division,** **Portland or Vancouver Division**
***5. Type & Number of Vacancies**	**6. Contact**	**7. Opening Date**	**8. Closing Date**
2 Part-time Permanent **3 Full-time Permanent** **1 Full-time Temporary* positions** *This position may be converted to permanent later without re-announcing the position and without further competition	**Human Resources Assistant** **503-273-5236**	**1/14/2010**	**Open until 6/15/2010** **(unless filled earlier)** **1st consideration date** **1/27/2010**

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:

Using a substantive technical knowledge of standardized dental procedures and methodologies, coupled with skills in dental assisting techniques and procedures, the dental assistant provides chair-side assistance to dentist in the administration of oral health care examination and treatment procedures; accomplishes dental radiography tasks and performs other miscellaneous pre/post assisting tasks in the delivery of oral health care services. Assists dentist in restorative, endodontics, fixed and removable prosthetic, oral surgery and periodontal surgery procedures performed in hospital dental clinic. The Dental Service provides treatment for inpatient and eligible outpatient veterans. Also performs record keeping and clinic maintenance duties. Operates computer terminal to input appointments and retrieve patient information

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G36) for GS-681 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements

- **Citizenship.** Citizen of the United States.
- **Experience and Education**
  - **Experience.** Six months experience that demonstrates the applicant's ability to perform the work, or provides familiarity with the work. **OR,**
  - **Education.** Successful completion of a 1-year dental assistant program accredited by the American Dental Association's Commission on Accreditation that included a course in radiation physics; radiation biology; radiation health, safety, and protection; X-ray films and radiographic film quality; radiographic techniques; darkroom and processing techniques; and film mounting; or practical nurse training approved by the appropriate State, territory, or District of Columbia accrediting body.
- **Certification.** Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and be certified as radiographers in their field.
- **Alternative Provisions for Certification of Radiologic Competence**

(Continued on next page)

- Successful completion of the Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, Inc.; **OR,**
- Successful completion of the education and training, including coursework in radiation health and safety, described by the Office of Personnel Management (OPM) as fully qualifying for any grade level (copies of certificates of successful completion, plus transcripts or course descriptions of the required subjects must be filed in the employee's official personnel folder); **OR,**
- Successful completion of the Principles and Practice of Dental Radiology and Radiographic Safety courses and examinations developed by the Assistant Under Secretary for Health for Dentistry. The chief, dental service, will certify competency based on documentation of successful completion of this training, a copy of which will be filed in the personnel folder.

- An employee in this occupation who fails to obtain licensure/certification/registration within the required time frame, or who fails to maintain the required licensure/certification/registration must be removed from the occupation, which may also result in termination of employment

Certification in basic life support methods is highly desirable.

Education or Experience:

GS-3: None beyond basic requirements.

GS-4: In addition to the basic requirements, 1 year of experience at the next lower level, **OR** 2 years of education above high school that included completion of a dental assistant program accredited by the American Dental Association's Commission on Accreditation.

GS-5: At least 1 year of experience at the next lower grade level that demonstrates the core competencies described at that level **OR,** Successful completion of a full 4-year course of study that included or was supplemented by completion of a dental assistant program by the American Dental Association's Commission on Accreditation.

GS-6: At least 1 year of experience at the next lower grade level that demonstrates the core competencies described at that level.

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):

GS-3: None Required

GS-4:

1. Knowledge of the use, care, and storage of dental instruments and materials.
2. Basic knowledge of dental procedures and what the patient requires during the procedure.
3. Knowledge of basic oral care.

GS-5:

1. Knowledge of anatomy and radiological techniques, including safety procedures.
2. Skills in operating dental radiographic machinery.
3. Knowledge of instruments, materials and standardized dental procedures used in all phases of restorative, surgical, endodontics, and periodontic care.
4. Basic knowledge of preventive dentistry measures to instruct patients in proper oral hygiene techniques.
5. Knowledge of dental laboratory procedures to begin the laboratory phase.
6. Basic knowledge of the computerized dental record and privacy requirements related to the maintenance and restriction of release of information from the record.
7. Basic knowledge of Occupational Safety & Health Administration (OSHA) standards for clinical and laboratory operations.

GS-6:

1. Knowledge of instruments, materials and standardized dental procedures used in the specialty of oral and maxillofacial surgery.
2. Knowledge of anatomy of the oral structures and an understanding of the surgical procedures performed.
3. Advanced knowledge Occupational Safety & Health Administration (OSHA) standards for clinical and laboratory operations.

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
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 (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.
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 1/27/2010 for first consideration. This position is Open until 6/15/2010 (unless filled earlier). 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: T38-10-0065-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.**