



# 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>  <b>T38-10-0212-JT</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Nursing Assistant (8289A) GS-621-5 \$33,013 to \$42,913 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>Various Shifts</b>	<b>4. <u>Duty Station</u></b>  <b>Rehabilitation &amp; Long Term Care Division, Vancouver Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent 5 Intermittent positions</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>8/16/2010</b>	<b>8. <u>Closing Date</u></b>  <b>8/30/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any U.S. Citizen

### MAJOR DUTIES:

The incumbent works under the supervision of the Clinical Manager and receives instructions from the primary or associate nurse. Under the direction of the primary or associate nurse, the incumbent provides a variety of routine and complex patient care techniques based on the needs of the nursing unit to which assigned. Delivers skilled individualized patient care to adult and elderly patients. Provides care to patient, as a member of the interdisciplinary treatment team, following the nursing care plan. Participates in the plan of care, in one-to-one interactions and group meetings, in a manner which promotes a safe and therapeutic ward environment. Observes and anticipates patient needs and selects patient care priorities, giving special attention to details of care. The incumbent demonstrates knowledge and skill necessary to communicate and provide care appropriate to the age of the patients in assigned work areas. This includes awareness of physical, mental, and emotional changes. The incumbent demonstrates the application of these principles through delivering appropriate care to adult, older adult, and geriatric patients. Orients patient to the nursing unit. Provides emotional support for patient and family. Participates in patient/family teaching and discharge planning. Instructs patient regarding self care, selected diagnostic measures, pre and post operative preparations, and reinforces previous teaching.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 series applies and may be reviewed at the following website: <http://www.opm.gov/qualifications/Standards/IORs/gs0600/0621.htm>

**General Experience: GS-5:** Not applicable.

**Specialized Experience: GS-5:** One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-4 grade. Examples of specialized experience include, but are not limited to knowledge of human body structure, function, illnesses and diseases; skill in communicate with adult and elderly patients, nursing staff and family members; knowledge and skill sufficient to develop therapeutic inter-personal relationships with psychiatric patients and interpret/address exhibition of dysfunctional behavior; understanding of equipment terminology; knowledge of topical medication terminology; and skill to identify and use equipment, drugs and supplies properly; Understanding of diseases and illness and skill to teach patients and to impress upon patients and family members the necessity to continue the procedures of proper health care; and knowledge of standard medical terminology and skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

**Substitution of Education for Experience: GS-5:** 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### 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:**

(Continued on next page)

1. Ability to provide basic nursing care functions commonly performed by Nursing Assistants such as activities of daily living; bathing, dressing, toileting, ambulation, feeding; minor procedures such as simple dressing changes, patient care charting and assistance with other patient care functions under the supervision of an RN.
2. Knowledge of equipment terminology.
3. Knowledge of terminology related to topical medications (lotions, creams, ointments) and bowel care products (enemas and suppositories).
4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

#### **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. 111-163, dated May 5, 2010, 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
- Applicants without prior federal service will be appointed at step one of the grade.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- 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).
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- 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 submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)

##### **Other VA Permanent Employees 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 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**

ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 8/30/2010.**

Application forms may be obtained in Human Resources Office or on our internal website.

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T38-10-0212-JT**  
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 applications in a US government envelope.**