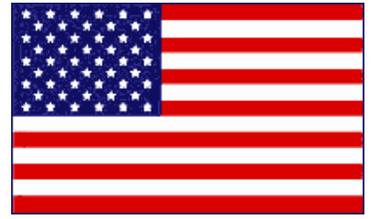




# PORTLAND VA MEDICAL CENTER

*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>T38-10-0217-JD</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Director, Social Work and Chaplain Services</b>            FS  <b>GS-185-13/14</b>  <b>\$86,260 to \$132,510 per annum</b>            Grade level and competitive salary            commensurate with education and            experience as determined by Professional            Standards Board            (Based on full-time employment)         </p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"><b>M-F</b></p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"> <b>Social Work and Chaplain Service, Portland Division</b> </p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"> <b>Permanent</b>  <b>1 Full time position</b> </p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"> <b>Human Resources Assistant</b>  <b>503-273-5236</b> </p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>8/10/10</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"> <b>Until Filled</b>  <i>(8/23/2010 for 1<sup>st</sup> Consideration)</i> </p>

- Relocation/Recruitment and PCS may be authorized.

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Any US Citizen

**MAJOR DUTIES:**

The incumbent is the Social Work Executive for a Complexity Level 1a VHA facility and has responsibility for practice oversight of 105 social workers, including social workers in two divisions and 4 CBOC's. Directly supervises 13 social workers, including program managers, in Dept of Hospital and Specialty Medicine and Operative Care. Member of Consultative and Preventive branch of Integrated Ethics. Provides supervision for licensure and expert consultation for all social work staff. Manages Hop-tel program, and supervises staff who manage transplant and radiation therapy lodging. Incumbent will provide consultation to care line managers and other staff on social work qualification standards, social work practice, social work competency, social work productivity, and social work continuing education. Incumbent will develop, maintain, and oversee social work programs in all settings. This includes identifying needs for social work assessment, evaluation, and treatment; determining priority needs for social work services; and recommending adjustments to staffing levels accordingly.

**This Position is Not Part of the Bargaining Unit**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G39) for GS-0185 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.
- **Exception.** VHA may waive the licensure or certification requirement for persons who are otherwise qualified, pending completion of state prerequisites for licensure/certification examinations. This exception only applies up to the full performance level. For grade levels above the full performance level, the candidate must be licensed or certified. For grades below or at the full performance level, VHA social workers who are not licensed or certified at the time of appointment must become licensed or certified at the independent, master's level within 3 years of their appointment as a social worker. Most states require 2 years of post-MSW experience as a pre-requisite to taking the licensure/certification exam, and VHA gives social workers one additional year to pass the licensure/certification exam. It is VHA policy that a VHA social worker who does not yet have a license that allows independent practice

(Continued on next page)

must be supervised by a licensed independent practitioner of the same discipline who is a VA staff member and who has access to the electronic health record.

- **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:** Must be licensed or certified at the advanced practice level and must be able to provide supervision for unlicensed staff to qualify for licensure. Their experience must demonstrate possession of advanced practice skills in a specialty area or in administration demonstrating progressively more professional competency and judgment. Must be familiar managing Fund Control Points and General Post Funds as an approving official. Must have a thorough knowledge of the Hybrid Title 38 Qualification Standards for social workers and be able to apply the standards when reviewing Professional Standards Board requests. Has expert knowledge of the functions in VBA and VHA. Understands and can apply knowledge related to benefits as well as programs within VHA and any specific eligibility required to access the programs.

#### **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. Ability to independently organize work, set priorities, and meet multiple deadlines.
2. Knowledge and skill in management/administration, which includes supervision, consultation, negotiation, and monitoring.
3. Ability to ensure provision of clinical social work services by supervised social workers.
4. Ability to provide administrative supervision and clinical supervision, including supervision for social work licensure.

#### **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).
- 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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Relocation incentive may be authorized.
- Recruitment incentive may be authorized.
- 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 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](#) (January 2001 version or later).
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 (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.
7. A copy of your college transcripts (Optional unless education is required).

### **For first consideration, application packets must be received by Close of Business on 8/23/2010:**

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: T38-10-0217-JD**

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 emailed applications or applications in a US government envelope.**