



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

1. <u>Announcement Number</u> T38-11-0080-ID	*2. <u>Title, Series, Grade, Salary</u> Social Worker (Caregiver Support Coordinator) FS GS-0185-12 \$72,540 – \$94,300 Competitive salary commensurate with education and experience as determined by Professional Standards Board	3. <u>Tour of Duty</u> Mon-Fri	4. <u>Duty Station</u> OEF/OIF, Portland, OR
5. <u>Type & Number of Vacancies</u> 1 –Permanent, full time	6. <u>Contact</u> Human Resources Management Service 503-220-8262	7. <u>Opening Date</u> 3/1/2011	8. <u>Closing Date</u> 3/21/2011

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.

MAJOR DUTIES:

Social Worker (Caregiver Support Coordinator). The Caregiver Support Coordinator (CSC) is a Social Work Program Coordinator whose primary responsibilities are to provide clinical evidence based services and interventions; program development; caregiver for Veterans and staff education on caregiver issues. In addition, the coordinator will be involved in community outreach; resource development; continuous improvement activities; and evaluation/consultation. The incumbent is administratively responsible for the clinical programming and daily operations of the program. The coordinator practices at the advanced level and has specialized knowledge of practice that can be differentiated from the independent practice social worker by the ability to expand clinical knowledge in the profession and administer a facility program. The incumbent administers information and analytical systems to evaluate and enhance the quality of service provided to caregivers, families and the Veterans. In addition participates in direct caregiver and Veteran contacts to identify and assess caregiver stress/burden and the development and application of directed clinical treatment intervention. In addition the incumbent serves as a liaison between the VA and community agencies and acts as a major consultant for information on negotiating complex processes for the caregivers, Veterans and their families.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

1. BASIC REQUIREMENTS

- Citizenship.** Citizenship of the United States.
- 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 or Certification.** 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.

(Continued on next page)

d. **English Language Proficiency.** Medical Instrument Technicians must be proficient in spoken and written English.

Experience: **GS-12** At least 1 year of experience comparable to the next lower grade level which demonstrates the knowledge, skills, abilities, and other characteristics related to the duties of the positions to be filled. 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. In addition, the candidate must demonstrate the professional KSAs in subparagraph (b) below.

Demonstrated Knowledge, Skills, and Abilities

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 organize work, set priorities, meet multiple deadlines, and evaluate assigned program area(s).
4. Ability to provide training, orientation, consultation and guidance within clinical specialization of practice.

Social Worker Program Coordinators and Manager. For Social Worker Program Coordinators, grades are determined by the scope of responsibility and the type, size, and complexity of the assignment.

Experience, Education and Licensure. 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. In addition, the candidate must demonstrate the professional KSAs in subparagraph (b) below.

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix **G27**) applies and may be reviewed in the Human Resources Management Service Office. Must be a citizen of United States.

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
- 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.
- 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.va.gov 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:

All application packets must be received in Human Resources Management Services by Close of Business (COB) by 3/28/2011. Applications may only be received by either of the methods listed below:

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-11-0080-ID

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 (front desk)

Portland OR 97239

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**

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.**