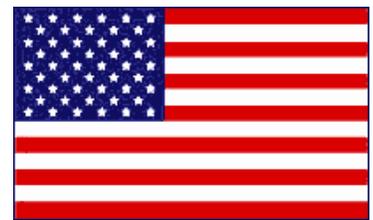




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY \*AMENDED\* 9/11/08

<b>1. <u>Announcement #</u></b>  <b>T38H-08-273-JB</b>	<b>*2. <u>Title, Series, Grade, Salary</u></b>  <b>Social Worker (Grant &amp; Per Diem Program or HUD/VASH Program) fs GS-185-12 \$68,512 to \$89,070 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>Days M-F</b>	<b>*4. <u>Duty Station</u></b>  <b>Mental Health Division, Portland Division OR Vancouver Division</b>
<b>*5. <u>Type &amp; # of Vacancies</u></b>  <b>Permanent 4 Full-time positions</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>3/11/08</b>	<b>8. <u>Closing Date</u></b>  <b>Until Filled 1<sup>st</sup> consideration date 3/24/08</b>

### 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:

The incumbent in this position functions with the HUD/VASH Program or as the Medical Center's Liaison/Case Manager for VA's Health Care for Homeless Veterans Programs, Homeless Providers Grant and Per Diem Program. The incumbent is responsible for monitoring and coordination of services provided by community-based programs funded under the above programs. The incumbent is a licensed journeyman-level social worker. The incumbent will provide oversight coordination for community programs, utilizing social work clinical and administrative skills to provide clinical consultation, administrative oversight and community collaboration for multiple community programs funded by VHA. This social work position requires a balance of clinical and administrative skills that will allow the incumbent to function with maximum efficiency in a high volume, multitask work environment.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook and VA Handbook 5005, Pt II, Appendix F7 for GS-185 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Basic Requirements:** Master's degree in Social Work from a school of Social Work accredited by the Council on Social Work Education. All candidates must possess a state license, certification or registration to practice social work. If the successful applicant is not licensed at the time of appointment, s/he must be licensed or certified at the Master's level, within 3 years of his/her appointment as a social worker or 1 year from the day s/he meets the full requirements of the state for licensure or certification, whichever is longer. Individuals who fail to obtain licensure and/or certification within the allotted time will be removed from the GS-185 series. This may result in termination of employment. Please submit a copy of your college transcripts with application packet.

**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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.

### 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:***

1. Knowledge of Homeless programs, including Grant and Per Diem Programs.
2. Ability to work with community providers.
3. Administrative aptitude and ability to handle a high-volume workload and deal with multi-task work assignments.
4. Ability to communicate orally and in writing.

### CONDITIONS OF EMPLOYMENT:

(Continued on next page)

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 USC 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 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. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. 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 Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. Resume or CV
5. [OF-306, Declaration for Federal Employment](#)
6. Latest SF-50, Notification of Personnel Action
7. Copies of all current licenses
8. 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 (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. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
7. Copies of all current licenses, registrations, or certifications (applicable to job).
8. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 3/24/08 for 1<sup>st</sup> consideration. This position is open until filled.** 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: T38H-08-273-JB**  
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.

**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.**