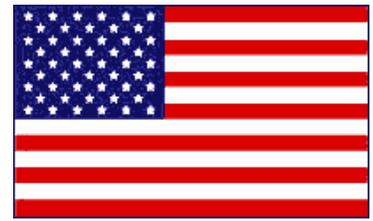




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. Announcement #</b>  <b>T38H-08-613-JB</b>	<b>2. Title, Series, Grade, Salary</b>  <b>Supervisory Social Worker          (70400)          GS-185-12          \$65,315 to \$84,913 per annum          (Based on full-time employment)</b>	<b>3. Tour of Duty</b>  <b>Days          M-F</b>	<b>4. Duty Station</b>  <b>Mental Health Division,          Bend Community Based          Outpatient Clinic          Bend, Oregon</b>
<b>5. Type &amp; # of Vacancies</b>  <b>Permanent          1 Full-time position</b>	<b>6. Contact</b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. Opening Date</b>  <b>9/24/08</b>	<b>8. Closing Date</b>  <b>9/30/08</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center in Mental Health Division ONLY.

### MAJOR DUTIES:

Incumbent will serve as the site manager and will actively share in the professional and administrative responsibilities for planning, organizing, directing and collaborating with other professional staff within the division. The experienced and licensed social worker will provide a full range of professional social work services to and on behalf of veterans and significant others served by the Mental Health Division. The Social Worker manager has responsibility for providing complete, comprehensive biopsychosocial assessments, identifying the patient's home situation, family support, adjustment to illness, financial resources, legal issues, cultural issues, religious preference, risk factors, clinical impressions and planning recommendations. Incumbent will also refer patients and families to a full range of community and VA resources, including home health care, hospice, nursing homes, assisted living and financial resources. Provides information and education to patients and families to assure that their ongoing medical, emotional, and social needs are met. The incumbent is also responsible for attending periodic meetings and acting as the communication link between Mental Health executive leadership and other professional staff within the division. The incumbent will maintain full technical and administrative responsibility for the accomplishment of the work of the unit and the subordinate staff. Liaison responsibilities will include resolving day-to-day issues and reporting trends and patterns to the Administrative Director and Clinical Director of Mental Health. The incumbent will contribute to the sites' achievement of quality of care standards, efficiency, process improvement and patient satisfaction within the Mental Health Division. The Social Worker manager is expected to practice in accordance with professional standards, core values, and with a commitment to service excellence.

**THIS POSITION IS EXCLUDED FROM 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 and ability to apply advanced professional mental health theories and techniques to a wide range of patient populations.
2. Ability to apply Recovery oriented treatment services in an outpatient milieu based treatment program for adults suffering from serious and persistent mental illness.
3. Ability to provide professional advice and consultation in areas related to psychiatric social work and behavioral health.

(Continued on next page)

4. Knowledge of the most current clinical literature on treatment of adults suffering from serious and persistent mental illnesses including schizophrenia and bipolar disorder, including models of assertive community treatment.
5. Ability to provide supervision in areas related to the provision of behavioral and mental health services to accomplish treatment goals and objectives.
6. Ability to provide fair, principled and decisive leadership or consultation in a work environment that promotes shared accountability.
7. Knowledge of and ability to deliver behavioral health services in a medical primary care environment.

#### **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.

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

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).

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

**All application packets must be received in Human Resources by Close of Business (COB) on 9/30/08.** 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-08-613-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/admns/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.**