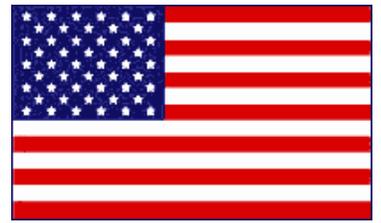




VA NW Health Network  
VISN 20

1601 E. 4<sup>th</sup> Plain Blvd.  
Vancouver, WA 98661



**NOTICE OF VACANCY**

<p>1. <u>Announcement Number</u></p> <p>VISN-08-212-JC</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Supervisory Prosthetic Representative FS GS-672-9/11 \$45,040 to \$70,830 per annum (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>8am to 4:30pm M-F</p>	<p>4. <u>Duty Station</u></p> <p>Prosthetics Service, VISN 20 White City, Oregon</p>
<p>5. <u>Type &amp; Number of Vacancies</u></p> <p>Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-273-5236</p>	<p>7. <u>Opening Date</u></p> <p>2/25/08</p>	<p>8. <u>Closing Date</u></p> <p>Until Filled 1<sup>st</sup> consideration date 3/10/08</p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees in VISN 20 area working in National Cemeteries, Regional Office, Veterans Outreach Centers and Veteran's Canteens.
- Any US Citizen

**MAJOR DUTIES:**

As an allied healthcare administrator, the Supervisory Prosthetic Representative's title is Chief, Prosthetics and Sensory Aids Service (P&SAS) for the VA Southern Oregon Rehabilitation Center and Clinic (VA SORCC). The Chief, P&SAS is responsible for all aspects of planning, development, evaluation, implementation and operation of prosthetic programs that serve disable veterans. The Chief, P&SAS demonstrates an understanding of the unique characteristics of the VA Southern Oregon Rehabilitation Center and Clinic (VA SORCC). As the authoritative source on all prosthetic issues at the VA Southern Oregon Rehabilitation Center and Clinic (VA SORCC), the Chief, P&SAS demonstrates technical and administrative skills to plan, develop and execute comprehensive programs including: provision of quality rehabilitative appliances, supplies, sensory aids and repairs; prosthetics implants; automobile adaptive equipment; clothing allowance; home improvement structural alterations (HISA); and home oxygen therapy. The position is responsible to the VISN 20 Prosthetic Program Manager.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G34) for GS-672 series applies and may be reviewed in the Human Resources Management Service Office.

**Basic Requirements:**

**Citizenship:** Citizen of the United States.

**Experience:** Three years of experience that demonstrates: knowledge of accounting methods; ability to analyze, comprehend, and apply decisions; basic knowledge of inventory management procedures; ability to use computer software packages for word processing, spreadsheet development, and database management; ability to compile, research, analyze, comprehend, and apply information or data; and ability to work as a team member in a group setting.

**Substitution of Education for Experience:** Education equivalent to bachelor's degree from an accredited university or college in the field of business; a medical field, e.g., kinesiotherapy, occupational therapy, physical therapy, nursing, etc.; public administration; health administration; or those in related courses of study.

**Specialized Experience:**

**GS-9:** At least 1 year of experience equivalent to the next lower grade level. In addition, the candidate must demonstrate the following KSAs:

1. Ability to maintain and control an inventory system.
2. Knowledge of methods to identify trends and causation factors sufficient to analyze prepared data and gather information to inform and advise management.

**OR**

**Education:** Education equivalent to 2 full years of progressively higher level graduate education or master's or

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equivalent graduate degree from an accredited university or college in the field of business; a medical field, e.g., kinesiotherapy, occupational therapy, physical therapy, nursing, etc.; public administration; health administration; or those in related courses of study.

**GS-11:** At least 1 year of experience equivalent to the next lower grade level. In addition, the candidate must demonstrate the following technical KSAs and the potential to acquire the assignment specific KSAs designated by an asterisk (\*):

1. Ability to maintain and control an inventory system.
2. Knowledge of methods to identify trends and causation factors sufficient to analyze prepared data and gather information to inform and advise management.
3. Ability to manage and supervise. \*
4. Ability to initiate new ideas and approaches and demonstrate resourcefulness.
5. Ability to manage resources, e.g., space, equipment, supplies, etc., and personnel at the local level. \*
6. Ability to draft and/or recommend local policies and/or directives. \*
7. Skill in managing a prosthetic program at the local level.

**OR**

**Education:** Education equivalent to 3 full years of progressively higher level graduate education or a Ph.D. or equivalent doctoral degree from an accredited university or college in the field of business; a medical field, e.g., kinesiotherapy, occupational therapy, physical therapy, nursing, etc.; public administration; health administration; or those in related courses of study.

**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 policies, regulations, applicable federal statutes, contracting procedures and the ability to interpret and apply laws related to the Prosthetic Program.
2. Ability to solve complex problems which include program goals and accomplish work within the available resources.
3. Knowledge of managerial practices and principles for overall program planning, development, implementation, direction, evaluation and control of the Prosthetic program, including preparing and maintaining a budget control system.
4. Knowledge of interpretive, analytical and organizational skills.
5. Ability to establish priorities for implementation and completion of assignments and projects.
6. Ability to effectively communicate orally and in writing with a variety of groups.

**CONDITIONS OF EMPLOYMENT:**

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.

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

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:**

### **VA Permanent Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
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. 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.
5. 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.
6. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
7. Copies of all current licenses, registrations, or certifications (applicable to job).
8. A copy of your college transcripts

**All application packets must be received in Human Resources by Close of Business (COB) on 3/10/08 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: VISN-08-212-JC**  
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.**