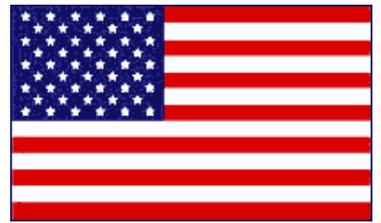




**VA NW Health Network  
VISN 20**

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



**NOTICE OF VACANCY**

<p>1. <b>Announcement Number</b></p> <p><b>VISN-07-341-JC</b></p>	<p>2. <b>Title, Series, Grade, Salary</b></p> <p><b>Transition Patient Advocate GS-301-11 \$52,912 to \$72,414 per annum (Depending on Location)</b></p>	<p>3. <b>Tour of Duty</b></p> <p><b>Days M-F</b></p>	<p>4. <b>Duty Station</b></p> <p><b>VISN 20</b> Multiple locations which may include Portland OR; Seattle WA; Anchorage AK; Spokane WA; Walla Walla WA; Boise ID; Roseburg OR; White City OR</p>
<p>5. <b>Type &amp; Number of Vacancies</b></p> <p><b>Permanent 6 Full-time positions</b></p>	<p>6. <b>Contact</b></p> <p><b>Human Resources Assistant 503-220-8262 x 57795</b></p>	<p>7. <b>Opening Date</b></p> <p><b>3/23/07</b></p>	<p>8. <b>Closing Date</b></p> <p><b>3/30/07</b></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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities and permanent Title 38 Hybrid employees eligible under the interchange Agreement of their facilities.
- Applicants with competitive status outside the VA i.e., those with transfer eligibility.

**MAJOR DUTIES:**

Incumbent serves as the entry person to assist transitioning Operation Iraqi Freedom/Operation Enduring Freedom (OIF/OEF) veterans. Many of these veterans suffer from multiple complex health and mental health problems, including traumatic brain injury, amputations, burns, combat stress and post-traumatic stress disorder (PTSD) and this position is dedicated to ensuring severely injured service members and veterans have a personal advocate as they move through the VA system. Incumbent will travel to DOD medical treatment facility and will personally escort disabled veteran to VA Medical Center. Incumbent provides coordination of care, advisory and technical assistance to OIF/OEF veterans seeking medical care. Incumbent is responsible to provide advice on eligibility in the VA system and assist with facilitating all aspects of care required/requested by the OIF/OEF veterans in collaboration with Social Work and Nursing Case Managers. Incumbent independently handles a wide range of difficult contacts and complex situations, including eligibility determination on all types of patients. He/she supports the administration and clinical staff relating to administration eligibility matters. As directed by the OIF/OEF Program Manager, contacts the gaining or appropriate nationwide VAMC facility for the given patient and transfers enrollment and clinical records as part of the transition assistant. Incumbent utilizes Appointment Management in VISTA and the Computerized Patient Record System (CPRS) on a routine basis to monitor appointment timeliness and ensure care is not lost to follow-up. These positions are assigned within VISN 20 and the employee may work virtually from a VA Medical Center.

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

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 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.

**Specialized Experience:** Applicants must have at least one (1) year of specialized experience that equipped the applicant with particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least 1 year at the GS-9 level in the Federal Service for the GS-11 level.

**Substitution of Education for Experience:** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree or LL.M., if related If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

**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. Experience working with combat veterans and the complex issues surrounding the OIF/OEF veterans and the mandates and timelines on processing this unique group of patients (please describe in detail your experiences that have given you this expertise.)
2. Knowledge of all eligibility including medical and dental outpatient, hospitalization, prosthetics, Fee Basis and prescriptions.

**(Continued on next page)**

## **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 VISN 20 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.

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.

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:      **On your application, please state which location you wish to work at.****

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

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. 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.
4. SF-50, Notification of Personnel Action
5. Latest performance appraisal
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. A copy of your college transcripts (Optional unless education is required).
- 8.

**All application packets must be received in Human Resources by Close of Business (COB) on 3/30/07.** 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-07-341-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

### ***Or emailed to:***

Portland.vajobs@va.gov

## **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 applications in a US government envelope.**