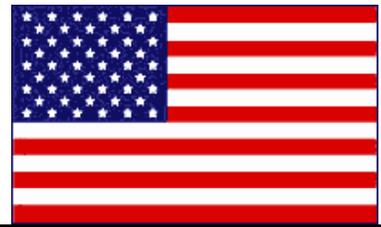




# PORTLAND VA MEDICAL CENTER

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



## **NOTICE OF VACANCY**

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>MP-07-389-JD</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Program Support Assistant</b>  <small>(600590)</small>  <b>GS-303-7</b>  <b>\$37,336 to \$48,536 per annum</b>  <small>(Based on full-time employment)</small> </p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"> <b>7:00am-3:30pm</b>  <b>M-F</b> </p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"> <b>Nursing Professional Services, Portland Division</b> </p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"> <b>Permanent</b>  <b>1 Full-time position</b> </p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"> <b>Human Resources Assistant</b>  <b>503-220-8262 x 57317</b> </p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>4/11/07</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>5/2/07</b></p>

**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.

**MAJOR DUTIES:**

The incumbent serves as Program Support Assistant in Nursing Professional Services and is delegated authority and responsibility for the centralized Credentialing Program of all licensed, registered and certified healthcare professionals at this integrated health care facility. Coordinates the credentialing for appointment, and reappointment. Serves as the facility co-administrator for the modified VetPro system, assigning access to the VetPro system in accordance with security level requirements and the Privacy Act System of Records Notice. Assures provider enters and submits credentialing information into VetPro system, providing assistance and training. Notifies providers at the time of reappraisal to update credentialing data and submit through VetPro. Performs complete credentialing process in VetPro of all credentialed providers including retrofit of paper files to electronic files. Troubleshoots any problems that occur with staff using VetPro for the appointment process. Initiates appropriate forms and letters for the purpose of processing Title 38 proficiencies for RN's, CNS's, NP's and LPN's in the Medical Center. Develops and maintains computer-tracking system for the medical center in order to assure a timely and consistent NPSB review process. Applies analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of the facility's medical staff functions and Credentialing Program operations. Establishes, monitors and maintains Credentialing computer software programs. Trains users to use the software programs including system utilities to display or print files.

**THIS POSITION IS IN THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 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:** 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 and ability to utilize personal computer (PC) skills including but not limited to: Vista; MS Office (including Excel and Access); VetPro; Paradox and Nursing Proficiency – Nursing Professional Standards Board (NPSB) software applications.
2. Knowledge and ability to recognize and differentiate nursing licensure, registration and certification documentation.
3. Knowledge of nursing proficiency and VetPro programs sufficient to advise and instruct employees on the use of these software applications for the completion of their initial and annual appointment requirements.
4. Ability to work cooperatively within a team framework and to communicate, orally and in writing, with nursing staff, nursing schools and references.

## **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

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

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](#) (due 5/9/07)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 5/9/07)
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 5/2/07 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-07-389-JD**

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.**