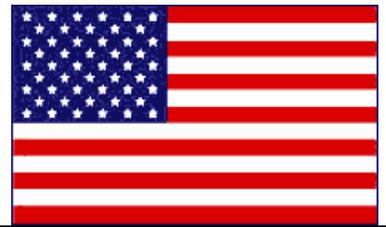




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> <p style="text-align: center;">MP-08-348-DG</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Claims Assistant (40058A/40059A) GS-998-5/6 \$31,181 to \$45,185 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">8am – 4:30pm M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Business Office, Vancouver Division</p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Permanent 1 Full-time position</p>	6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-273-5236</p>	7. <u>Opening Date</u> <p style="text-align: center;">4/10/08</p>	8. <u>Closing Date</u> <p style="text-align: center;">4/30/08</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 will receive and process application or request for non-VA medical treatment. Ensures the legal requirements governing eligibility and entitlement to Fee Basis care are met. Makes or assists in making the determination as to the patient's eligibility for benefits. Counsels patients, their families, and agency employees on entitlement to Fee Basis benefits. Interprets Fee Basis policies to patients, their families, agency employees, and veterans' organizations. Renders decisions on eligibility for Fee Basis care and reviews request for care from healthcare providers. Documents all determinations. Incumbent will also certify invoices for payment. Uses multiple payment methodologies for processing accurate payment. Prepares correspondence to veterans, their families, and members of Congress on specific claims. Assists veteran and claimants with appeals process by following guidelines including gathering of documents, preparing requests for reconsideration and preparing statements of the case. Performs other related duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-998 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: : GS-5: 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.

Substitution of Education for Experience: GS-5: Successful completion of a four-year course of study above the high school level leading to a bachelor's degree with a major study of at least 24 semester hours in subjects directly related to the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. **GS-6:** Generally, not applicable

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. Ability to work under pressure with a wide variety of individuals from varying education and social backgrounds.
2. Demonstrated skill in interpersonal relationships, telephone etiquette, dealing with the public, and customer service.
3. Demonstrated ability to problem solve and function independently.
4. Ability to demonstrate flexibility/adaptability.
5. Ability to plan and execute work.

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.

(Continued on next page)

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

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](#) (due 4/30/08)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 5/7/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 5/7/08)
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 4/30/08 (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-08-348-DG

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.**