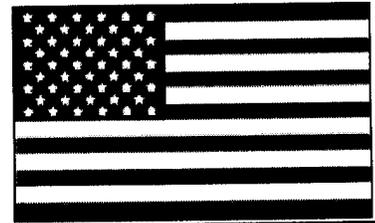




# PORTLAND VA MEDICAL CENTER

**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-09-0009-DG</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Patient Relations Assistant</b>  <small>(31855A)</small>  <b>GS-303-7</b>  <b>\$38,624 to \$50,207 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>Days</b>  <b>M-F</b> </p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"> <b>Hospital &amp; Specialty</b>  <b>Care Division,</b>  <b>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>503-273-5236</b> </p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>10/11/08</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>11/03/08</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:**

This position is located in the Division of Hospital and Specialty Care. The Patient Relations Assistant is a pivotal administrative position, as the incumbent serves as the facilitating assistant to the Clinical Resource Systems Coordinator processing all clinical administrative details for patients assigned to a particular Section(s) within DHSC. Incumbent expedites administrative procedures to allow efficient patient care throughout the continuum. Responds to questions from patients concerning services. Provides advisory and technical assistance to patients, administrative staff and professional staff regarding medical care. Provides administrative functions for the facility. Provides administrative functions for the facility compiling ADP security requirements, handling written correspondence and telephone inquiries, training, contacting various ancillary services to ascertain status of interpretation and professional staff for consultation regarding final disposition of patient treatment plans.

**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 of medical terminology
2. Knowledge of federal regulations related to patient rights and responsibilities, the Privacy Act, the Freedom of information Act, policies and directives pertinent to medical care.
3. Knowledge of computer programs, including CPRS, appointment management, ordering and retrieving tests and consults, and other Windows based programs.
4. Ability to work cooperatively within a team framework and to communicate orally and in writing with a varied audience, which includes patients, families, and clinical and administrative staff.
5. Ability to identify systems problems, either inpatient or outpatient, that interfere with the delivery of medical care to our veteran population, and ability to recommend solutions.
6. Ability to use sound judgment in assessing patient care needs to determine urgency of request, and then prioritize to act on the issue in the timeframe dictated by the situation.

**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.

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

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 11/03/08)
3. VAF 4667b, Supervisory Appraisal of Employee for Promotion is optional, but recommended. (due 11/03/08)
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
5. KSA's for rating factors.

**All application packets must be received in Human Resources by Close of Business (COB) on 11/03/08.**

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: MP-09-0009-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.**