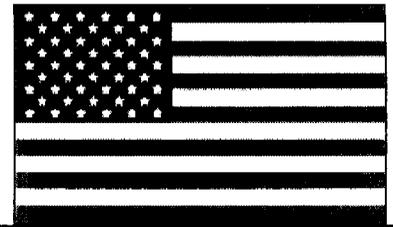


PORTLAND VA MEDICAL CENTER

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> MP-09-0043 -JC	2. <u>Title, Series, Grade, Salary</u> Health Technician (Escort) (60092A) GS-640-4 \$27,870 to \$36,236 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Day Shift 7:00am-3:30pm, Night Shift 3:30pm-12:00am, including weekends and holidays	4. <u>Duty Station</u> Inpatient & Emergency Care Division, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 3 Full-Time position(s)	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 11/03/08	8. <u>Closing Date</u> 11/21/08

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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

Safely transports patients by stretcher, wheelchair, gurney and or accompany the ambulatory patients who need assistance to areas within the medical center. Recognizes and reports significant changes in patients that are being transported. Transports and couriers may include such units as ICU, Med/Surg Wards, Surgery, Pathology, Imaging, Pharmacy, MRI and other areas as needed. Is responsible for prioritizing various transports based on patient care needs and logistics, including patient condition, treatment, modality, mode of transport and scheduling. Collects and delivers all specimens, labs, consults, x-rays, charts and all medical related materials and equipment in the ED. Responds and assists in all emergencies, including, but not limited to codes (cardiac arrest, behavioral emergency and fire alert), and internal/external disasters throughout the medical center and the VA bridge. In a dignified manner, provides a full range of services to VA staff and caring for expired patients which includes preparing and transferring the body, as well as transporting to the morgue.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

General Experience: GS-4: Requires six (6) months of general experience that demonstrates the applicants ability to perform the work of the position or experience that provided a familiarity with in a medical environment.

Specialized Experience: GS-4: Six months of specialized experience equivalent to the GS-3 grade level in federal service. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position may include, but is not limited to safely transporting patients by stretcher, wheelchair, gurney, and/or accompany the ambulatory patients who need assistance to areas within the medical center and OHSU. Collecting and delivering all specimens and equipment for ward or clinic, responding and assisting in emergencies. Secures patients confidence and cooperation through the transitional discharge unit (TDU), Provides general clerical/administrative support coordination work for the unit.

Substitution of Education for Experience: GS-4: Successful completion of 2 years of study that included at least 12 semester hours in subjects related to the position. If using education as a substitute for experience, please submit a

(Continued on next page)

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. Skill sufficient to perform lifting, transfer and transporting of patients by ambulation, wheelchair or stretcher.
2. Skill sufficient to recognize and report changes in patient's condition.
3. Skill to work and interact with many various employees and services throughout the Medical Center.
4. Ability to act in the event of an emergency.
5. Knowledge in the proper handling and utilization of hazardous chemicals when cleaning equipment.
6. Ability to work with other employees, both professional and non-professional; ability to work with veterans and their family members in helping them receive health care.
7. Knowledge of procedures for receiving and following through on patient requests
8. Knowledge of and ability to use VISTA and CPRS

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 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.

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.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

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).

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 12/02/08)
3. VAF 4667b, Supervisory Appraisal of Employee for Promotion is optional, but recommended. (due 12/02/08)
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 closing date (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-09-0043-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.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional

U.S. education programs.

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.**