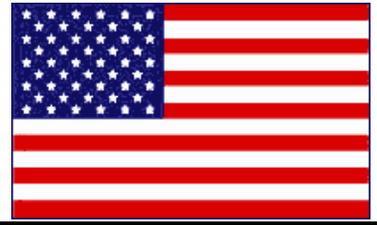




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY \* AMENDED\* 10/6/08\*

<b>1. <u>Announcement Number</u></b>  <b>MP-09-0200-JB</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Social Science Program          Specialist (SATP)          (60119A)          GS-101-11          \$59,309 to \$77,097 per annum          (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>Days          M-F</b> (May be required to work evenings and/or weekends)	<b>4. <u>Duty Station</u></b>  <b>Mental Health          Division,          Bend, OR</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent          1 Full-time Position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>4/27/09</b>	<b>8. <u>Closing Date</u></b>  <b>5/15/09</b>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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:**

Incumbent serves as the Primary Case Manager, family therapist, and community liaison for the Outpatient Programs. In this role, he/she regularly performs the following direct patient care and liaison activities: Manages a caseload in the Outpatient Program. Completes Biopsychosocial Assessment, Integrated Summary, Treatment Plan, Progress Notes, and Discharge Summaries. Provides clinical input to the staff team in the development and implementation of patient care activities from case-finding to discharge planning. Establishes and maintains regular liaison contacts with Care Providers and Mental Health/non-Mental Health Programs at the Medical Center for the purpose of on-site case-finding and establishing an effective reciprocal referral network. Establishes and maintains regular liaison with Care Providers to Veterans in the local community and in non-VA facilities (hospitals, clinics, detox centers, etc.) for the purpose of case-finding and establishing an effective reciprocal network. Collaborates with all members of the SATP Consul & Access Team for the purpose of evaluation and Referral of Veterans of all ages to the appropriate level and type of Substance Abuse treatment in SATP, the VISN or the local community. Collaborates with members of the SATP Outpatient Teams to individualize and tailor treatment planning and treatment programming to the needs, readiness and capabilities of veterans. Assists with the implementation of this programming. Assists the Program staff to procure crisis and transitional housing services. Assists the Program Psychologist to complete psychological testing and other program assessments, including outcome assessments. Collaborates with all members of the Program to develop and provide individual and group counseling activities. Regularly visits the homes and neighborhoods of prospective or current clients for the purpose of Initial and ongoing assessment (including "environmental" assessment), development of community-oriented social, vocational, and abstinence-oriented activities, and development of post treatment community-based activities and services supportive of Veteran's commitment to abstinence. Provides educational and inservice presentations to SATP and VAMC staff and treatment teams regarding effective and specialized approaches to assessment and treatment of Veterans with substance-related and dual disorders. Participates regularly in at least one SATP or PVAMC committee.

**THIS POSITION IS IN THE BARGAINING UNIT**

## **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-101 series applies and may be reviewed in the Human Resources Management Service office.

**Specialized Experience:** 1 year equivalent to at least GS-9 that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

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

- **The preferred applicant will have a Master's Degree in Counseling and have experience with Substance Use Disorders patients.**

## **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. Skills and experience in interacting with multidisciplinary health care teams.
2. Skills and experience providing direct clinical care both individual and group services to Veterans with substance use disorders.
3. Ability to assess patient needs and formulate and implement a treatment plan.
4. Ability to provide psychosocial treatment to mental health patients.
5. Skills and experience in treating comorbid substance use disorders and PTSD.

## **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

Applicants without prior federal service will be appointed at step one of the grade

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.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

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.

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

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 10/22/08 for 1<sup>st</sup> consideration)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 10/28/08 for 1<sup>st</sup> consideration)
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

### **Other 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 (if applying as a current or former federal employee).
5. 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.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 5/15/09.**

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-09-0200-JB**

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.**