



# 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

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|---|---|--|---|
| <b>1. <u>Announcement Number</u></b><br><br><b>MP-10-0064-PS</b>  | <b>2. <u>Title, Series, Grade, Salary</u></b><br><br><b>Nursing Assistant<br/>(8290A)<br/>GS-621-5<br/>\$33,013 to \$42,913<br/>per annum<br/>(Based on full-time employment)</b> | <b>3. <u>Tour of Duty</u></b><br><br><b>Nights/Weekends<br/>12-hour shifts</b> | <b>4. <u>Duty Station</u></b><br><br><b>Mental Health<br/>Division,<br/>Portland Division</b> |
| <b>5. <u>Type &amp; Number of Vacancies</u></b><br><br><b>Permanent<br/>1 Full-time position<br/>2-Temporary NTE 1-year</b> | <b>6. <u>Contact</u></b><br><br><b>Human Resources Assistant<br/>503-273-5236</b>   | <b>7. <u>Opening Date</u></b><br><br><b>1/12/2010</b>                          | <b>8. <u>Closing Date</u></b><br><br><b>2/4/2010</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.
- 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.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligible's or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligible's 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 ITCAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position.

### MAJOR DUTIES:

The incumbent provides care to psychiatric patients, as a member of the interdisciplinary treatment team. Following the nurse care plan, participates in the plan of care, in one-to-one interactions and group meetings, in a manner, which promotes a safe and therapeutic ward milieu. The incumbent performs a variety of routine and complex patient care procedures. Delivers skilled individual patient care. Observes patient needs and selects priorities in patient care. Orients patients to the nursing unit. Performs a range of monitor acts, which include taking and recording vital signs, obtaining specimens, and setting up and assisting diagnostic examinations. Prepares patient for surgical procedures. Observes and documents on flow sheets all pertinent data regarding the emotional and physical status of the patient, properly reporting subtle changes to the primary nurse. Gives condition report to family as appropriate. Participates in patient/family teaching and discharge planning. Uses universal precautions.

**THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 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.

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**Specialized Experience:** One 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. NOTE: To be credible, specialized experience must have been at least equivalent to the GS-4 level in federal service. Current CNA License is required. The preferred candidate will be a Certified Nursing Assistant with documented Psychiatric nursing care experience of at least one (1) year. Ability to work in interdisciplinary team environment.

**Substitution of Education for Experience:** 4 years of successfully completed education above the high school level or the equivalent. This must have been obtained in an accredited business, secretarial, or technical school, junior college or university. If using education as a substitute for experience, please submit a 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. Ability to provide basic nursing care functions commonly performed by nursing assistants, such as activities of daily living, bathing, dressing, toileting, ambulation, feeding; minor procedures such as dressing changes, patient care, charting, and assistance with other patient care functions under the supervision of an RN.
2. Ability to provide care to psychiatric patients including dementia and agitated psychotic patients.
3. Understanding of principles of psychiatric milieu.
4. Knowledge of standard medical and psychiatric terminology.
5. Skill to provide and gather information about patient care and report to nurses, doctors, and other disciplinary team members.

### **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.

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.

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 2/4/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 2/4/2010)
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. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

**Non VA Applicants must submit:**

1. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. 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.
- 5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
- 6. Copies of all current licenses.

A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 2/4/2010 (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-10-0064-PS**  
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.**