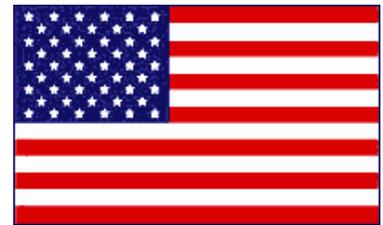




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0114-PP	2. <u>Title, Series, Grade, Salary</u> Housekeeping Aid (601360) WG-3566-3 \$15.10 to \$17.62 per hour	3. <u>Tour of Duty</u> 6am – 2:30pm OR 10:30pm – 6:30am M-F	4. <u>Duty Station</u> Facilities Management Service, Portland & Vancouver Division
5. <u>Type & Number of Vacancies</u> Permanent 6 Full-time position(s)	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 03/08/10	8. <u>Closing Date</u> 03/26/10

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:

Incumbent of this position performs routine and specialized tasks in completing sanitation duties in critical care areas such as the Operating Rooms and PACU; as assigned. Routine tasks include, but are not limited to; waste removal, dusting, polishing, dust-mopping, damp mopping; cleaning of urinals, sinks, commodes; restocking supplies such as towels or tissues, cleaning equipment used, performing periodic maintenance checks, etc.. Specialized tasks include, but are not limited to; isolation cleaning, terminal cleaning, performing aseptic cleaning techniques, etc. In addition to the routine and specialized tasks assigned in the O.R. and other specialized areas, incumbent may be assigned to clean patient-discharge, inter-ward transfer, or long-term care patient units. Cleaning of the patient discharge unit consists of washing (with a germicidal detergent solution): the mattress, springs, and frame of bed (previously stripped of linen by nursing personnel); the bedside stand, over bed table, patient/visitor's side-chair, reading lamp, and other auxiliary items as determined by the Housekeeping Officer. Following the cleaning of all unit items, the bed may be made up - using neat, hospital fold techniques, with linen consisting of: mattress pad, bottom sheet, top sheet, blanket/spread, pillow, pillow-case and any draw-sheets or related items as determined by their supervisor. Incumbent must be familiar with sanitation techniques for maintaining an aseptically clean and aesthetically pleasing environment as well as for the protection and safety of patients, visitors and staff alike.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for WG-3566 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see "Basis of Rating" below).

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: (Applicants who clearly fail to meet the screen-out element will be rated ineligible without further review of their applications since this element measures the critical ability needed to successfully perform the duties of the job)

1. Ability to do the job without more than normal supervision.
2. Demonstrate the ability to use and verbalize standard precautions.
3. Ability to prioritize in a high pressure environment.
4. Ability to work safely.
5. Ability to communicate, both orally and in writing.
6. Ability to terminally clean patient areas.

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

(Continued on next page)

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 pre-employment physical examination will be required for an applicant who is tentatively selected.

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 04/02/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 04/02/10)
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 03/26/10

(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-10-0114-PP

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.**