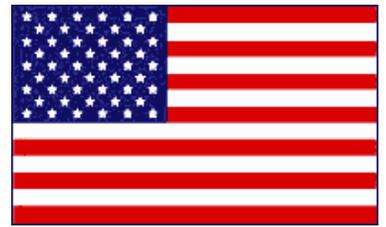




PORTLAND VA MEDICAL CENTER

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. Announcement Number MP-10-0137-YH	2. Title, Series, Grade, Salary Program Specialist (20155-0/20156-0) GS-301-12/13 \$72,540 to \$112,136 per annum (Based on full-time employment)	3. Tour of Duty 8am – 4:30pm M-F	4. Duty Station Director's Office, Portland Division
5. Type & Number of Vacancies Permanent 1 Full-time position	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 04/23/10	8. Closing Date 05/07/10

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran's Canteen Service and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.

MAJOR DUTIES:

The primary function of this position serves to represent the Medical Center Director in all outreach activities for recently discharged veterans. The incumbent is responsible for ensuring seamless access for all returning veterans to health services and employment opportunities offered at the medical center and associated clinics. Developing seamless access may include maintaining established relationships the Department of Defense, Oregon Department of Veteran Affairs, local and state governments as well as non-profits organizations. The position may also include interactions with veteran's service organizations and congressional delegates. The position is supervised by the Assistant Medical Center Director. Incumbent serves at various times on a variety of VISN-wide committees and task forces including, but not limited to the: Polytrauma Team, Reintegration Team, OEF/OIF Taskforce, VSO and Congressional Briefings and others required. Incumbent functions as a consultant to management and other divisions on problem areas and programs requiring veteran outreach input and expertise. Provides leadership in developing plans to ensure that veteran outreach efforts are implemented across to other federal, state and local government agencies, and non-profit agencies. Performs other related duties as assigned.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0301 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" are applicable.

Specialized Experience: Experience 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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience includes, but is not limited to; working with Veterans Outreach and/or programs; providing access to employment for discharged veterans, community activism, negotiation and statistical analysis.

Substitution of Education for Experience: Generally, not applicable.

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 establish and maintain relationships with public and private organizations at various levels of government entities.
2. Ability to manage and administer the program for Outreach Services which includes consultation, negotiation, developing policies and monitoring.
3. Knowledge of issues facing returning veterans, community resources and referral processes to the community and other government agencies to ensure the coordination of services.
4. Knowledge of general clinical systems, programs, and practices and how they relate to the unique characteristics and needs of the population served.
5. Knowledge of the mathematical and statistical analysis necessary to evaluate organizational performance, including a general knowledge of computer operations and applications within the VA.

(Continued on next page)

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.

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.

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](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. OF-612, Resume and/ or 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 05/07/10

(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-10-0137-YH

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.**