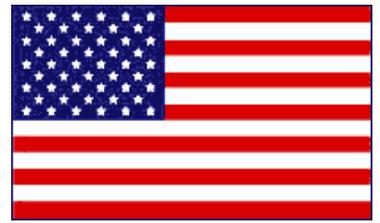




# PORTLAND VA MEDICAL CENTER

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\* AMENDED 8/16/2010

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0183-PS</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Health Technician (Peer Support) (20274-0) GS-0640-5 \$33,013 to \$42,913 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am – 4:30pm M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Mental Health Division, Portland Division</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>08/16/2010</b>	<b>*8. <u>Closing Date</u></b>  <b>09/03/2010</b>

- \*Applicants who previously applied to this vacancy announcement do not need to reapply and will be reconsidered.

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and people eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees (See conditions of employment).
- Noncompetitive appointment of certain military spouses (See conditions of employment).
- \*VEOA (Veterans Employment Opportunities Act) Eligibles (See conditions of employment).
- \*VRA (Veterans' Recruitment Appointment) Eligibles (See conditions of employment).
- \*Schedule A Eligibles (See conditions of employment).

### MAJOR DUTIES:

This position is located at the Portland VA Medical Center, Mental Health Division, Residential Rehabilitation and Treatment Program. The incumbent is an active member of the Residential Rehabilitation and Treatment Program within the Community Reintegration Services Program at PVAMC. Under supervision of the Social Work Supervisor and Director of CRS, the Peer Support Technician (PST) will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate, providing consumer information and peer support for Veterans in outpatient and inpatient settings. Duties include, but are not limited to a wide range of tasks to assist peers of all ages, from young adult to old age, in regaining independence within the community and mastery over their own recovery process. Recovery resources such as booklets, tapes, pamphlets and other written materials will be utilized by the incumbent in the provision of services. Assist Veterans in articulating personal goals for recovery through the use of one-to-one and group sessions. During these sessions the PST will support Veterans in identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving those goals. Support Veterans' vocational choices and assist them in choosing a job that matches their strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips. Serve as a recovery agent by providing and advocating for any effective recovery based services that will aid the Veteran in daily living. Assist in obtaining services that suit that individual's recovery needs by providing names of staff, community resources and groups that may be useful. Inform Veterans about community and natural supports and how to use these in the recovery process.

**THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

\***Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-640, Health Aid and Technician series apply and may be reviewed at the following website:

<http://www.opm.gov/qualifications/standards/indexes/0600-ndx.asp>

\***Specialized Experience:** 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, GS-4. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to working with Veterans assisting in mental health and the recovery process, community outreach programs and resources; utilizing skills in teaching others in regards to recovery and self-help; having the ability to facilitate recovery using established standardized mental health processes; knowledge of the recovery process; knowledge of the sign and symptoms of mental illness; having the ability to assist the Veteran to address symptoms using strategies such as positive self-talk; knowledge and skill to use community

(Continued on next page)

resources necessary for independent living and ability to teach those skills to other individuals with severe mental illness and substance abuse disorders; knowledge of how to establish and sustain self-help (mutual support) and educational groups by soliciting input from the mental health consumers on their strengths and interests.

**Substitution of Education for Experience:** Successful completion of a full 4-year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects directly related to the position. 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 the rating factors may result in your application receiving a less than desirable rating.***

1. Knowledge of the recovery process and ability to facilitate recovery dialogs.
2. Knowledge and skills to teach and engage in problem-solving and conflict resolution strategies.
3. Knowledge of community resources to facilitate community integration.
4. Knowledge of serious mental illness diagnoses, signs and symptoms including substance abuse disorders and current trends and developments in the mental health field.
5. Ability to teach self-advocacy through role-playing, role-modeling techniques, to include role-modeling personal experiences to assist others in their recovery process.
6. Ability to communicate orally and in writing with wide variety of individuals (people experiencing a variety of psychiatric illnesses, family members, professional staff, and community agencies, etc.).

### **CONDITIONS OF EMPLOYMENT:**

- \*Priority consideration: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level, which include but are not limited to working with veterans assisting in mental health and the recovery process, community outreach programs and resources; utilizing skills in teaching others in regards to recovery and self-help; having the ability to facilitate recovery using established standardized mental health processes; knowledge of the recovery process; knowledge of the sign and symptoms of mental illness; having the ability to assist the veteran to address symptoms using strategies such as positive self-talk; knowledge and skill to use community resources necessary for independent living and ability to teach those skills to other individuals with severe mental illness and substance abuse disorders; knowledge of how to establish and sustain self-help (mutual support) and educational groups by soliciting input from the mental health consumers on their strengths and interests.
- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- 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.
- \*VEOA (Veterans Employment Opportunities Act) 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. Information regarding Veterans' preference can be found on the following website:  
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- \*VRA (Veterans Recruitment Appointment) eligible applicants: Veterans who are Disabled veterans; or Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; or Recently separated veterans. Note: Not all 5-point preference eligible veterans may be eligible for a VRA appointment. For information regarding Veterans' Preference please visit the following website:  
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State

Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)

- 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.
- 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.
- 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 submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due **9/10/2010**)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. OF-612, and/or Resume

##### **Other VA Permanent Employees 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 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 (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation 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 are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in

this announcement.

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 09/03/2010 (except as noted above).** 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-10-0183-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.**