



# PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



## NOTICE OF VACANCY

**POSITION TITLE:** Supervisory Health Systems Specialist

**ANNOUNCEMENT #:** MP-11-0072-ML

**DIVISION:** Rehabilitation & Long Term Care

**LOCATION:** Vancouver Division

**SERIES & SALARY RANGE:** GS-0671-13, \$86,260 - \$112,136

**OPEN DATE:** 2/17/2011

**CLOSE DATE:** 3/3/2011

**NUMBER OF VACANCIES:** 1

**POSITION INFORMATION:** Permanent, Full-time, 7:30am – 4pm

**WHO MAY APPLY:**

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional Employees and Reinstatement eligible
- Individuals 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 eligible applicants (Veterans Employment Opportunities Act) (See conditions of employment).
- Schedule A applicants (See conditions of employment).

**BARGAINING UNIT POSITION: NO**

**MAJOR DUTIES:** The incumbent functions as the Administrative Manager in the Rehabilitation & Long Term Care Division. Performs the duties directly contributing to the administrative management of Nursing Skilled Care Unit/Comprehensive Rehab Unit. Duties require the ability to apply the specialized principles and principles and practices of health care management. Provides supervision of an interdisciplinary team including Recreation Therapist, Social Workers, Dieticians and Administrative Support Personnel. Provides for maintenance of data related to budget and expenditure estimates. Provides for the best patient care without exceeding allotted budget. Works in close coordination with RLTC directors to provide workload statistics. Advise on fund shortages and recommendations regarding funding or program adjustments an to promote cost consciousness and identify areas in which savings are possible. Develops both long and short-range policies and plans for the organization by coordinating the medical administration needs of a the section or division. Provides active and well informed administrative participation in planning for the delivery of health care by taking the initiative to identify needs and potential issues/concerns and devising flexibilities in operations and constructive, cost-effective approaches to the resolution of problems. Participates in the formative stages, in overall facility managerial planning so as to assure that an awareness of medical administrative issues and implementations are considered and influence managements decisions. Serves on various strategic planning committees and management on-site meeting with other agencies and program officials. Develops, evaluates and modifies organizational structure and systems to achieve program goals. Participates in the analysis and interpretation of workload and other data used in resources planning. Establishes policy for the organization with regards to the methods, criteria and other critical considerations associated with Accreditation (Joint Commission, CARF, etc). Establishes center procedures to meet accreditation standards. Incumbent assures services provided meet nationally accepted standards and are maximally cost effective. Employs update mechanisms proven to be effective in the provision of service. Assures all standards of regulatory and accrediting agencies are continuously met in full.

**QUALIFICATIONS:**

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0671. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

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- **Basic Requirements:** Must be a U.S. citizen.

- **Specialized Experience:** At least one year of 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 position to be filled. 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; expert analysis of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Required knowledge of the critical balance between the administrative and clinical functions in the health care delivery system and the ability to coordinate and control programs and resources to achieve this balance. Knowledge of a comprehensive range of laws, policies, regulations and precedents applicable to the administration of one or more import public programs. Establishing policy for an organization with regards to the methods, criteria and other critical considerations associated with Accreditation.

- **Preferred candidate possesses a Masters in Business Administration, Master in Public Health or Masters in Public Administration, or related field**

- **Preferred candidate will have licensure as a Nursing Home Administrator (NHA) and two years of applicable experience**

- **Basis for Rating: Knowledge, Skills and Abilities**

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 Administrative Management of a Rehabilitation Facility or Nursing Home Facility to include flow (admission/discharges), reimbursement optimization, budget, etc . . .
2. Ability to supervise interdisciplinary healthcare team members and functions as a team leader, builder and motivator.
3. Ability to perform complex data mining and analysis to include workload, staffing, productivity, etc . . .
4. Knowledge of Quality Management and External Accreditation (Joint Commission, Long-Term Care Institute and CARF) to assure that all standard of regulatory and accrediting agencies are continuously met in full.
5. Ability to manage complex budgets and demonstrate best practice without exceeding budget (Specific application of lean principles, Six Sigma, etc.)
6. Ability to perform Human Resources Management to include conflict resolution, union grievances, EEO, disciplinary action, performance management, etc . . .
7. Skill in policy development and strategic planning specifically related to healthcare organizations.

### 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 eligible will be considered well qualified if they can perform the duties of the position at the full performance level and the full range. expert analysis of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Required knowledge of the critical balance between the administrative and clinical functions in the health care delivery system and the ability to coordinate and control programs and resources to achieve this balance. Knowledge of a comprehensive range of laws, policies, regulations and precedents applicable to the administration of one or more import public programs. Establishing policy for an organization with regards to the methods, criteria and other critical considerations associated with Accreditation.

- 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.

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- 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.
- **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.
- Relocation expenses may be authorized.
- Relocation incentive may be authorized.
- Recruitment incentive may be authorized.
- 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.
- 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:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

#### Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#)
4. Updated application; [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.
5. [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 Other Applicants Must Submit:

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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: (Required if Veterans Preference is being used for status)
  - 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) (if applicable)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Copy of latest performance appraisal (if applying as a current federal employee)
7. Responses to the KSA's. 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.
8. A copy of your college transcripts (Optional unless education is required). 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.

**All application packets must be received in Human Resources by Close of Business (COB) on 3/3/2011.**

- Applications may be emailed to: [PortlandVAJobs@va.gov](mailto:PortlandVAJobs@va.gov)
- Received by Fax to: 503.273.5029 **ATTN:** MP-11-0072-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 **ATTN:** MP-11-0072-ML
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

**Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).**

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