



# 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:** Housekeeping Aid

**ANNOUNCEMENT #:** MP-11-0074-ML

**DIVISION:** Facilities Management Service

**LOCATION:** Portland Division

**SERIES & SALARY RANGE:** WG-3566-3, \$15.10 – \$17.62/hour

**OPEN DATE:** 2/18/2011

**CLOSE DATE:** 3/11/2011

**NUMBER OF VACANCIES:** 8

**POSITION INFORMATION:** Permanent, Full-time

**WHO MAY APPLY:**

- Portland VA Medical Center career or career conditional employees currently **employed within the Facilities Management Service**

**BARGAINING UNIT POSITION:** YES

**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.

**QUALIFICATIONS:**

- **Eligibility:** U.S. Office of Personnel Management [Qualifications Standards](#) for WG-3566 series applies. 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).

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

- **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 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 work of a housekeeping aid without more than normal supervision. (Describe your work experience as a janitor/custodian in an office, hospital or any other facility, your work assignments as related to setting up a conference room, working in a clinical environment, and sanitizing a building or area for renovation.) Screen out Element.
2. Demonstrate the ability to use and verbalize standard precautions. (Describe the task involved in operating equipment in a busy/high traffic area, the different types of housekeeping equipment used in a hospital setting).
3. Ability to prioritize in high pressure environment. .
4. Ability to work safely and with dexterity while performing housekeeping duties. (Describe your knowledge of proper body mechanics while lifting heavy (25 lbs+) objects. Describe the safety training during your most recent/current employment.)
5. Ability to follow oral and written directions. (Give examples of your ability to follow oral or written instructions/directions.)

**Please note:** 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 in a US government envelope.



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6. Ability to terminally clean patient area. (Describe your knowledge of accepted cleaning methods and practices, including techniques, proper application of chemicals and infection control practices).

### 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
- 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.
- 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](#) (due 3/18/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/18/2011)
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 application packets must be received in Human Resources by Close of Business (COB) on 3/11/2011.

- Applications may be emailed to: [PortlandVAJobs@va.gov](mailto:PortlandVAJobs@va.gov) Subject: MP-11-0074-ML
- Received by Fax to: 503.273.5029 ATTN: MP-11-0074-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0074-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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