

Center for Education Statistics.

Clinical Pastoral Education (CPE): Candidates must have completed at least two units of CPE as defined by the Association for Clinical Pastoral Education (ACPE) or the National Association of Catholic Chaplains (NACC) or have equivalent training. Equivalent training is not less than 800 hours of supervised ministry in a health-care setting, such as a hospital or nursing home, which incorporated both ministry formation and pastoral care skills development. Combinations of CPE and appropriate supervised ministry which total 800 hours meet this CPE requirement. The requirement for CPE may be waived for part time GS-11 positions, of not more than 416 hours per annum, which involve liturgical ministry with no participation in interdisciplinary health-care activities. Experience in such a position would not be creditable as "equivalent training" toward meeting the CPE requirement. Individuals for whom the CPE requirement is waived may not be reassigned or promoted to other chaplain positions until meeting the CPE requirement.

Specialized Experience: In addition to meeting the requirements for GS-11 (the basic requirements and 2 years experience, following completion of the basic education described under Education above which has demonstrated both practical pastoral knowledge and skill, and the ability to minister in a pluralistic setting. Supervised or guided pastoral experience completed during graduate professional education may be credited for up to 1 of the 2 years of experience required for GS-11), 1 year of progressively responsible specialized professional experience equivalent in complexity and responsibility to the GS-11 level. This experience must have demonstrated the following:

- a. Ability to serve as consultant or expert to a multidisciplinary treatment team.
- b. In-depth knowledge of related professional fields, particularly in the behavioral sciences.
- c. Understanding of, and ability to respond to, the particular concerns and issues pertaining to treatment of veterans.
- d. Knowledge of the structure, regulations, practices, and programs of health care delivery systems.
- e. Ability to interpret and apply a body of rules, regulations, policies, and procedures in professional practice.
- f. Ability to develop and maintain liaisons with a variety of outside organizations.

NOTE: *In addition to meeting the preceding requirements, candidates for supervisory positions must have demonstrated the ability to perform responsible administrative duties in a complex organization.*

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. Knowledge of the management and performance requirements for Clinical Pastoral Education Programs accredited by the Association for Clinical Pastoral Education.
2. Skill in evaluating and promoting the learning needs of pastors accepted to Clinical Pastoral Education Programs.
3. Ability to engage Chaplain trainees in personal and professional development opportunities.

CONDITIONS OF EMPLOYMENT:

Applicants without prior federal service will be appointed at step one of the grade

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

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:

US Citizens must 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 (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter 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 **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

All application packets must be received in Human Resources by Close of Business (COB) on 9/29/08.

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: T-08-604-SJ

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.

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.**