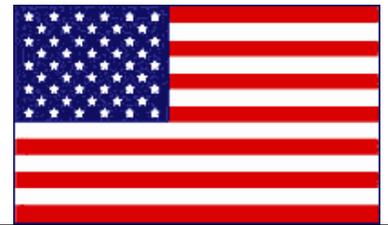




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY *AMENDED* 3/12/07 **3/14/07

1. <u>Announcement Number</u> **2W-07-306-JD	2. <u>Title, Series, Grade, Salary</u> Medical Administration Specialist (AOD) (9842A) *GS-301-7, target GS-9 or GS-9 *\$37,336 to \$59,368 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Days, Evenings or Nights including weekends and holidays	4. <u>Duty Station</u> ED Inpatient & Emergency Care Division, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 2 Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 3/7/07	8. <u>Closing Date</u> Until Filled 1st consideration 3/20/07

****WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.

MAJOR DUTIES:

The Administrative Officer of the Day is responsible for understanding and performing the following administrative duties for the Medical Center during the off-tour: legal entitlement to benefits relating to hospital admission, nursing home care, dental, domiciliary, fee basis, outpatient care, prosthetics appliances, intrafacility and interfacility patient transfers, beneficiary travel, mode of travel, death benefits; funeral arrangements, issuance of the flag for burial, and burial arrangements in consultation with the families of the deceased; preparation of the death certificate, release and transportation of remains and disposition of property within the provision of VA regulations, public, and State laws; record procedural operative, autopsy, organ donation permits when appropriate; suicide administrative processing, notifies the medical examiner in the event of an unusual death; search for missing patients; assaults; death on arrivals, homicides; emergency codes; judicial hospitalization (commitments); notary public (employee will apply for notary public within three months of selection and obtain notary public status within six months of selection to position); employee safeguards personal funds; documents and processes unusual incidents occurring during the tour involving the welfare, injury, abuse of patients, loss or damage of personal property, or any matter of significant interest to the hospital administration, obtains sworn statements of witnesses, notifies hospital and law enforcement authorities, collects and safeguards evidence required for development of essential and pertinent facts; maintenance of current bed inventory, bed assignments and activating the divert policy in concert with the clinical team; evaluates and resolves Decentralized Hospital Computer Program (DHCP) & CPRS problems, assuring DHCP and CPRS is operational in collaboration with on-call Health Information Service staff; thorough knowledge of data entry into computer to accomplish all aspects of admissions, discharges, and transfers (ADT); employee supports the Medical Officer of the Day in all emergency situations; incumbent is the Incident Commander until relieved by higher authority, and is knowledgeable of the Emergency Preparedness Plan (EPP). AOD will assist specialty services in this capacity to assure the highest quality of care and service is provided to the customer.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 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 (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..

Substitution of Education for Experience: If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. **GS-7:** One (1) full year of graduate level education or superior academic achievement; **GS-9:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

(Continued on next page)

***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:

For GS-7 answer first 3 KSAs; for GS-9 answer all 5 KSAs

1. Broad systems' knowledge of the Portland VA Medical Center operations with special emphasis on direct patient care and eligibility.
2. Quick thinker able to handle critical and unique situations with tact, professionalism, and efficiency.
3. Strong communications skills with team members in an area that requires 24-hour operation and seamless handoff of incomplete tasks.
4. Ability to lead a team and worthy of representing the Medical Center Director during irregular hours.
5. Ability to balance multiple urgent and emergent priorities that come from the emergency room, inpatient wards, disaster plan initiation, etc.

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.

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](#) (due 3/20/07 for 1st consideration)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/20/07 for 1st consideration)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 3/20/07 for 1st consideration)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Permanent Employees 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. [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
- 7.

All application packets must be received in Human Resources by Close of Business (COB) on 3/20/07 for 1st consideration (except as noted above). This position is open until filled.. 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: 2W-07-306-JD
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.**