



# 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

<b>1. <u>Announcement Number</u></b>  <b>MP-08-251-DR</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Housekeeping Aid          (1193A)          WG-3566-2          \$12.99 to \$15.17 per hour</b>	<b>3. <u>Tour of Duty</u></b>  <b>Varied Tours          weekend &amp;          holidays          M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Inpatient &amp;          Emergency Care          Division          Portland Oregon</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent          Multiple full-time positions</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>2/29/08</b>	<b>8. <u>Closing Date</u></b>  <b>03/20/08</b>

### 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.

### MAJOR DUTIES:

Duties include sweeping, mopping, dusting, cleaning restrooms and showers, stripping and refinishing floors, washing windows and walls, vacuuming and cleaning carpeting, cleaning isolation rooms, discharge unit cleaning and equipment care. Incumbent should have a basic knowledge of housekeeping procedures and proper applications of chemical uses. Responsible for the operation of auto scrubbers, auto sweepers, wall washing machines, pressure washer used for outside window washing, walk off mat cleaning, etc., carpet extractor, high speed and low speed buffers on a required basis. May on occasion, assist with the use of furniture moving equipment, i.e. dollies, hand trucks, flatbed carts, appliance movers, etc. Duties require some moderate lifting (up to 50 lbs.) and prolonged periods of walking, standing, bending and stretching. Must understand and practice proper work methods and safety precautions to minimize accidents and injuries

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for WG-3566 series applies and may be reviewed in the Human Resources Management Service office. 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).

### 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. Ability to do the work of a housekeeping aid without more than normal supervision. (Screen out) (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.)
2. Ability to operate all housekeeping equipment. (Describe the task involved in operating equipment in a busy/high traffic area, the different types of housekeeping equipment used in a hospital setting, and name the different typed of housekeeping equipment you have used.)
3. Knowledge of special techniques of environmental & infection control. (Describe two special techniques of environmental or infection control principles; Describe the task involved with cleaning an isolation patient room)
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.)

### 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. Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking

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is limited on main Portland campus.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

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](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/27/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 3/27/08)
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

**All application packets must be received in Human Resources by Close of Business (COB) on 3/20/08 (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-08-251-DR**

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.**