

**POSITION:** Nursing Assistant, GS-621-5**NUMBER OF VACANCIES:** Multiple Full-time, Part-time, and intermittent positions.**TYPE OF APPOINTMENT:** Temporary NTE one (1) year (may be extended or terminated sooner on workload, staffing or budget)**SALARY RANGE:** \$27,030 to \$35,138 per annum**POSITION DESCRIPTION:** 8289A**NOTE 1:** Applications received by 1/28/04 will be given first consideration for this position.**NOTE 2:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 3:** 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.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 5:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 6:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 7:** Those who previously applied under announcement T-03-311 and have not been reviewed will automatically be considered under this announcement.**NOTE 8:** This is a Non-Bargaining Unit position.**TOUR OF DUTY:** Work schedules vary depending on the need at the time applicant is hired. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Nursing Skilled Care Unit, Rehabilitation & Long Term Care Division, Vancouver, WA Division. It may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Any US Citizen.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent performs a variety of routine and complex patient care procedures. Delivers skilled individual patient care. Observes patient needs and selects priorities in patient care. Orients patient to the nursing unit. Performs a range of monitor duties that include taking and recording vital signs, performs CBG readings, obtains specimens, setting up and assisting diagnostic examinations. Prepares patient for surgical procedures. Performs a range of treatment procedures which include application of complex sterile and non-sterile dressings, ostomy management, bladder catheter irrigation and removal, tube feedings, enemas, discontinuing IV heparin locks, and tracheotomy suctioning and care. Monitors IV fluids. Participates in patient/family teaching and discharge planning. Uses universal precautions.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-621 series applies and may be reviewed in the Human Resources Management Division.**Specialized Experience:** One (1) year 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 work of 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 Specialized Experience:** Four (4) years course of study above high school of successfully completed education above the high school level, with courses related to the occupation. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.**Rating Factors:** On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position: 1. Ability to provide basic nursing care functions commonly performed by Nursing Assistants such as activities of daily living: bathing, dressing, toileting, ambulation, feeding; minor procedures such as simple dressing changes, patient care charting and assistance with other patient care functions under the supervision of an RN. 2. Knowledge of equipment terminology. 3. Knowledge of terminology related to topical medications (Lotions, creams, ointments) and bowel care products (enemas and suppositories). 4. Knowledge of standard medical terminology. 5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.)**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. OF-306, "Declaration for Federal Employment"
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (if applicable)
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS listed in the paragraph above.
- f. Appropriate proof of ITCAP and CTAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:**Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)**In Portland**VA Medical Center, Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 1/28/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.