

POSITION: Heath Technician (Gastroenterology), GS-640-4/5/6/7**NUMBER OF VACANCIES:** 1 position**TYPE OF APPOINTMENT:** Temporary, not to exceed 1 year and 1 day, (may be extended or terminated sooner, depending upon staffing, funding or workload).**SALARY RANGE:** GS-4: \$24,158 to \$31,407; GS-5: \$27,030 to \$35,138; GS-6: \$30,129 to \$39,167; GS-7: \$33,481 to \$43,521 per annum.**POSITION DESCRIPTION:** GS-4: 31846; GS-5: 31845; GS-6: 31844; GS-7: 8981**NOTE 1:** Applications received by 2/18/04 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:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.**NOTE 5:** 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 6:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 7:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 8:** This is a Non-Bargaining Unit position.**LOCATION:** This position is located in the GI Endoscopy Unit, Division of Hospital and Specialty Medicine, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**TOUR OF DUTY:** This position is dayshift. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US citizen

Displaced/Surplus Federal Employees: Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

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 will function as an integral member of the GI team during procedures of the Gastro-intestinal tract. The incumbent is responsible for the maintenance, cleaning, and preparing of the equipment/instrumentation for the procedures. In addition, the incumbent is responsible for the maintenance of a safe and clean environment within the GI unit, assisting with room changeover to improve patient flow between procedures, restocking of supplies, ordering of equipment, assisting with scheduling of patients for procedures and maintaining patient records.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-640 series apply and may be reviewed in the Human Resources Management Division.**General Experience:** GS-4: 6 months of any type of work that demonstrates the applicant's ability to perform the work of the position, or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5 and higher:** Not applicable**Specialized Experience:** GS-4: 6 Months. **GS-5 and higher:** 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 Experience:** GS-4: 2 years above high school with courses related to the occupation, if required; **GS-5:** 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required. **GS-6 and higher:** Generally not applicable**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. Knowledge of computer systems for scheduling patient appointments and tests. 2. Ability to understand medical terminology in order to complete physician orders for patient care. 3. Ability to organize work requests, prioritize workload with accurate information on finished product. 4. Demonstrated ability to decontaminate and process flexible endoscopes used in GI. 5. Demonstrated ability to instruct patients on appointments with good communication skills both verbal and written. 6. Demonstrated ability to recognize and respond appropriately in an emergency or cardiac arrest situation. 7. Able to take and record accurately vital signs. 8. Demonstrated ability to orient or train other staff on patient care during a variety of procedures, including complex GI procedures.**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 ICTAP and CTAP eligibility. (if applicable)

HOW TO OBTAIN FORMS:**Forms are available online at www.portland.med.va.gov/hr****In Portland**VA Medical Center, Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100 Rm 6C-12)
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 2/18/04, 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.