

POSITION: Health Technician, GS-640-5, target GS-6**NUMBER OF VACANCIES:** One Full-time position**TYPE OF APPOINTMENT:** Temporary, not to exceed 3 years, may be extended or terminated sooner depending on workload, staffing or budget.**SALARY RANGE:** GS-5 \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum.**POSITION DESCRIPTION:** GS-5: 31932A; GS-6: 31931A**NOTE 1:** Applications received by 6/1/04 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 Bargaining Unit position.**LOCATION:** This position is located in the Research Service, 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, M-F. 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 receives requests or instructions for procedures. Interprets requests or instructions for medical or health care personnel. Receives assignments for a variety of difficult examinations. Incumbent secures patients' confidence and cooperation during procedures. Explains procedures, positions patients for desired results, and cushions and shields patients as appropriate. Varies procedures and positions to adjust for patients' medical condition. Determines technical factors, sets controls and operates equipment and instruments. Incumbent assists medical staff with or performs diagnostic procedures used to diagnose medical conditions. Performs a range of diagnostic support duties such as taking, recording and reporting to supervisor deviations in vital signs, taking specimens, and labeling specimens for the laboratory. Secures the confidence and cooperation of patients during procedures. Provides general clerical/administrative support coordination for the unit. Assembles patient record. Receives and directs patients, answers routine inquiries and makes referrals. Performs direct patient support work including personal patient care. Teaches patients and family members the necessity of continuing proper health care. Performs administrative tasks such as maintaining control records for specimens and tests and documenting measurements taken. Performs patient care procedures such as collection of specimens, applying dressings, and adjusting simple supportive equipment.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 series applies 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: 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-5: Completion of a four (4) year course of study leading to a bachelor's degree with courses related to the occupation.

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 effectively communicate both orally and in writing, whether in person or remotely. 2. Ability to juggle conflicting priorities and meet deadlines. 3. Knowledge of medical terminology, especially Mental Health, Mental Health Research, and Infectious Diseases. 4. Experience in using personal computer software such as Word, Excel, SPSS, and PowerPoint to efficiently prepare documents and analyze data. 5. Ability to interact successfully with Mental Health and Mental Health Research patients for data collection and data entry. 6. Experience in manuscript writing, grant preparation and data analysis, with emphasis on Mental Health Research areas.

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). (REQUIRED) 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. (REQUIRED)
- 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).
- 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. (REQUIRED)
- f. Appropriate proof of ICTAP 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, Room 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 97207

Human 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 6/1/04, 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.