



HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NV-OKI-04-017A
TITLE/SERIES/GRADE: Nurse Practitioner, GS-0610-11
(Part-time, Temporary NTE 6 months from EOD)
SALARY: \$44,136 to \$57,375 per annum

OPEN DATE: 05-17-04 **CLOSING DATE:** Open Until Filled
(1st Cut Off Date, 5/28/04, and then every two
weeks thereafter until filled)

LOCATION: Directorate for Primary Care, Pediatrics Department, U.S. Naval Hospital Okinawa,
Japan
RPA NUMBER (HRO use only): G081575

NOTE: All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

AREA OF CONSIDERATION: OKINAWA-WIDE

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.
- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cutoff or closing date. It is the responsibility of the military spouse to notify CHRO upon arrival on island, and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

NOTE:

- This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement, or any other benefits normally paid to a "Stateside" hires will NOT be granted.

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment
- Military Spouse Preference eligibles will not lose their preference upon acceptance or declination of a job offer to this position.
- Locality pay does not apply in the overseas area.
- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.

SUMMARY OF DUTIES: The incumbent is responsible for health care services as a pediatric nurse practitioner. Fulfills a wide scope of professional nursing duties in the care of the medical-surgical, obstetrical and pediatric patients. Provides leadership in comprehensive nursing, preventative, and therapeutic health care service to patients and family members. Secures a health and developmental history from the patient or parent; records findings, and makes critical evaluation. Identifies and manages these specific illnesses. Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems. Performs or requests special screening and developmental tests and laboratory tests and interprets the results. Gives direct psychological nursing care in the presence of illness or disability. Provides health care and preventive services to healthy individuals, including guidance in nutrition, common illnesses, accidents, child growth and development, and child rearing. Evaluates total health care needs of patients and develops plans to meet these needs. Makes decisions concerning medical care needs of patients with physicians as well as nursing care needs. Provides full range of emergency procedures in order to stabilize a patient sufficiently to transport. Oversees and is responsible for efficient patient flow through the clinic. Performs nursing procedures such as venipuncture, urinary catheterization, nasogastric intubation, etc. Serves in a teaching capacity in the development of other health care workers. Assists in the maintenance of a safe clinic environment.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) A professional knowledge of community health nursing principles, practices and processes including physical and emotional assessment, establishment of health and nursing care goals, construction and implementation of the care program and evaluation of the results.
- 2) Ability to collect, organize, record and communicate, in a meaningful way, data relevant to primary health assessments including a detailed family and medical history, a physical examination and selected laboratory tests.
- 3) Skill in making diagnosis and in choosing, initiating and modifying selected therapies; and ability to provide emergency treatment as appropriate such as cardiac arrest, shock or hemorrhage.
- 4) Ability to communicate effectively both orally and in writing.

TIME IN GRADE RESTRICTION: Candidates must have completed 52 weeks of service at the GS-09 level for promotion to GS-11 level.

QUALIFICATION REQUIREMENTS: Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

- 1) Basic Requirements: Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Registration: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

2) In addition to the Basic Requirements: Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or three years of progressively higher level graduate education OR one year of experience equivalent to at least the GS-09 level. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-09 and above, many positions require experience in a specialty area of nursing.

SELECTIVE PLACEMENT FACTOR: The incumbent must have Master's degree from an accredited nurse practitioner program and a current license to practice as a nurse practitioner in a state or territory of the United States or the District of Columbia. An individual, in order to qualify, shall have at least 2 years as a practicing pediatrics nurse practitioner.

OTHER REQUIREMENTS:

- 1) A one-year supervisory probationary period is required if applicant selected has not previously met this requirement.
- 2) If qualified based on education, applicant must provide official transcript.
- 3) This position has been designated as EMERGENCY-ESSENTIAL. If selected for this position, applicant must sign a statement of understanding and an agreement to continue to perform the duties of this position in the event of a crisis until relieved by proper authority. Incumbent's dependents shall be evacuated from the crisis zone with the same priority as other DOD-sponsored evacuees.
- 4) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 5) Credentialing for Health Care Positions: Applicants must provide documentation necessary for credentialing.
- 6) THIS IS A DRUG TESTING DESIGNATED POSITION. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. The selection is contingent upon a negative drug test result and, thereafter the incumbent will be subject to drug testing on a random. Further, all Department of Navy employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current Department of Navy employee will also be provided to the employing activity/command.
- 7) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 8) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

HOW TO APPLY: Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature

- 2) Most recent Performance Rating if current federal employee.
- 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
- 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.
- 6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 7) Supplemental Questionnaire (USMC CHRO) must be attached to application.
- 8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 9) Your current passport with SOFA stamp.
- 10) Race and National Origin Identification, SF-181 (Optional).
- 11) Declaration of Federal Employment, OF-306.
- 12) Self-Identification of Handicap, SF-256 (Optional).
- 13) Application must be received on or before the closing date of the Vacancy Announcement.
- 14) Faxed applications and applications mailed in an official government envelope will not be considered. **Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 15) Inquiries concerning status of application may be made within two weeks after closing date.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.

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