

Medical Support Assistant (PRC)

INDIAN HEALTH SERVICE

2 vacancies in the following location:

Fort Washakie, WY

Work Schedule is Full Time - Permanent

Opened Tuesday 10/4/2016
(1 day(s) ago)

Closes Tuesday 10/18/2016
(13 day(s) away)

Salary Range

\$32,318.00 to \$52,043.00 / Per Year

Series & Grade

GS-0679-05/07

Promotion Potential

07

Supervisory Status

No

Who May Apply

Candidates eligible under Indian Preference appointing authority; All Federal employees serving on a career or career-conditional appointment; Reinstatement eligible; Veterans Preference including Veterans Employment Opportunities Act of 1998 (VEOA); Career Transition Assistance Plan (CTAP) eligible; Interagency Career Transition Assistance Plan (ICTAP) eligible; Schedule A, and/or PHS Commissioned Corps Personnel

Control Number

452460900

Job Announcement Number

IHS-16-BI-1817929-ESEP/MP

Job Summary

Become a part of an innovative, dynamic, nationwide organization of dedicated health care providers working to meet the individual health care needs of American Indians and Alaska Natives. Indian Health Service (IHS) employees are considerate in our care, creative in our approach, enthusiastic about our work and compassionate with our patients.

Our lifestyle is adventurous, community oriented and focused on service and problem solving as part of a professional interdisciplinary team. Join us in improving the health outcomes of 2.2 million American Indians and Alaska Natives.

This position is located in the Purchased/Referred Care (PRC) Branch within the Indian Health Service, Wind River Service Unit, Fort Washakie, WY.

The IHS is required by law to give absolute preference to qualified applicants who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. The IHS is an Equal Opportunity Employer.

Duties

- Assist in determining patient eligibility, scope and priority for the PRC program. Respond to PRC inquiries and request for assistance that are made to the CEO.
- Responsible for effective and maximum utilization of PRC funds.
- Assist with the reporting of Catastrophic Health Emergency Fund (CHEF) cases by obligating these funds as soon as possible.

Travel Required

- Occasional Travel
- Occasional travel may be required.

Relocation Authorized

- No

Key Requirements

- Selectee will be subject to a pre-employment fingerprint check.
- Selectee will be subject to a background investigation.
- Selectee will be subject to a probationary/trial period.
- ESEP appointees typically serve two year trial period.
- More than one selection may be made from this announcement.
- U.S. Citizenship is required
- Selective Service Registration is required for males born after 12/31/1959

Qualifications

To qualify for this position, your resume must state sufficient experience and/or education, to perform the duties of the specific position for which you are applying.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; social). You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week. For positions requiring positive education requirements, or if you are using education to meet all or part of the qualification requirements, you **MUST** submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned) in your resume.

BASIC REQUIREMENT(S):

The following shows the amounts of education and/or experience required to qualify for this position:

GS-05: One (1) year of specialized experience equivalent to at least GS-4 grade level or 4 years above high school

GS-06: One (1) year of specialized experience equivalent to at least the GS-05 grade level.

GS-07: One (1) year of specialized experience equivalent to at least the GS-06 grade level.

Specialized Experience --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 position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

To qualify based on specialized experience for GS-05 level, you must have one year of experience (equivalent to the GS-04) level that included duties such as:

Obligate funds in automated data system. Respond to inquiries and requests through telephone, correspondence and personal visits. Identify errors in data and take corrective action. Communicate with vendors, contractors and third parties. Maintain files. Providing administrative support.

To qualify based on specialized experience for GS-06 level, you must have one year of experience (equivalent to the GS-05) level that included duties such as:

Assure funds have been obligated within deadlines and unused obligations are cancelled. Being responsible for making sure transactions affecting funds are promptly processed. Effectively communicate with fiscal intermediaries, vendors and contractors. Review invoices to determine if authorizations have been issued. Research and take appropriate action on authorization errors/issues. Assist in determining patient eligibility. Respond to Contract Health Service inquiries through telephone, correspondence and personal visits. Identifies error messages in Resource Patient Management System and take corrective action.

To qualify based on specialized experience for GS-07 level, you must have one year of experience (equivalent to

the GS-06) level that included duties such as:

Working more independently in carrying out the responsibilities of the office by implementing decisions made for the provision or denial of services. Respond to inquiries regarding denials, properly applying policies, procedures, laws, rules and regulations of the Contract Health Services program when determining patient eligibility, funds control techniques to account for allotted funds and preparing statements and reports concerning such funds. Assure funds have been obligated within deadlines and unused obligations are cancelled. Being responsible for making sure transactions affecting funds are promptly processed. Effectively communicate with fiscal intermediaries, vendors and contractors. Maintain obligation registers and Service Unit Commitment Register regarding funds for inpatient and outpatient services. Determine patient eligibility.

Time-In-Grade Requirements: Merit Promotion (status) candidates must have completed one year of service at the next lower grade level. Time-In-Grade provisions do not apply under the Excepted Service Examining Plan (ESEP). You must meet the requirements of the job by 11:59 pm (Eastern Standard Time) of the closing date: Tuesday, October 18, 2016

Security Clearance

Public Trust - Background Investigation

What To Expect Next

You can track the progress of your application package via your USAJOBS account. You will receive an acknowledgement from USAJOBS that your submission was successful once we have received your on-line occupational questionnaire, resume, and any supporting documentation. You will be notified of the status of your application via your USAJOBS Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the Human Resources (HR) office posting this announcement.

You will no longer need to call the HR Office to determine your application status. USAJOBS has added an alert setting to their system to provide status updates for applicants. You can elect to activate the status updates from your USAJOBS profile at any point during the application process.

If all required documentation is not submitted with your application you will lose consideration. It is the applicant's responsibility to verify that information and documents entered, uploaded, or faxed is received, legible and accurate. HR will not modify answers submitted by an applicant.

~ ~ ~ Indian Health Service is an Equal Opportunity Employer ~ ~ ~

BENEFITS

You can review our benefits at https://help.usajobs.gov/index.php/Pay_and_Benefits

Other Information

This position is covered by a Bargaining Unit.

This position has promotion potential to the GS-07 grade level. Promotion to the next grade level is at management's discretion and is based on your demonstrated ability to perform the higher level duties, the continuing need for the higher level duties, and "Regulatory/Administrative" approval. Promotion to the next higher grade level is not guaranteed and no promise of promotion is implied.

Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. IHS may offer newly-appointed Federal employees credit for their directly related previous non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which annual leave is earned.

CONDITIONS OF EMPLOYMENT:

Security Clearance: If you are selected for this vacancy, you must undergo a pre-employment fingerprint check and background investigation. Fingerprint results and background investigation documentation must be cleared prior to

hire. You will receive instructions on how to obtain and submit fingerprints and background investigation documentation. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. If you are found not suitable, you will be terminated after you begin work. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or subject to possible criminal charges.

Measles and Rubella immunization required for selectees born after 1957.

Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment

IHS - Operated Properties are tobacco free

To apply for this position, you must provide a complete Application Package. See required documents below.

1. Click 'Apply Online' to create an account or log in to your existing USAJOBS account.
2. Follow the prompts to complete the assessment questionnaire and upload required documents.
3. Please ensure you click the Submit My Answers button to submit your application.
4. Applications must be received by the closing date of the announcement to receive consideration.
5. Check application status by logging into your USAJOBS account, clicking Application Status, then More Information for this position. Return to an incomplete application by clicking Apply Online in the vacancy announcement and re-selecting your resume and/or other documents from your USAJOBS account.

To fax supporting documents you are unable to upload, complete this cover page

<http://staffing.opm.gov/pdf/usascover.pdf> using the following 1817929. Fax your documents to 1-478-757-3144.

You are highly encouraged to submit your application package and complete your assessment questionnaire on-line. If you cannot complete your application package online:

1. Click to view and print the assessment questionnaire View Occupational Questionnaire.
2. Print this 1203FX form to provide your response to the assessment questionnaire
http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf
3. You are limited to selecting 10 locations.
4. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

PLEASE NOTE: When completing the 1203-FX, be sure to select only one response for each question. Selecting more than one response for a question may result in your application package being rated ineligible. In Section 25 of the Occupational Questionnaire, you may notice that the numbering restarts with number one. When entering your responses on the 1203-FX form please continue to enter your responses on the next available number within this section. The numbers on the 1203-FX will not match the Occupational Questionnaire once it restarts with number one.

Submission of a resume' or a 1203FX form alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described under Required Documents section.

The IHS 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 Human Resources Office (Bernice Scalpcane, (406)247-7216, and/or BERNICE.SCALPCANE@IHS.GOV.) The decision on granting reasonable accommodation will be on a case-by-case basis.

For additional questions please see our Frequently Asked Questions (FAQs) found here:

<http://www.ihs.gov/jobs/index.cfm?module=search&option=faq>

How You Will Be Evaluated

You will be evaluated to determine if you meet the minimum qualifications required and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position. To determine if you are qualified for this position, a review of your resume and supporting documentation will be made and compared against the qualifications as defined in the qualifications section of this vacancy announcement and your responses to the assessment questions.

You will be further evaluated/rated based on the information provided in your resume (**your resume must state specific duties that relate to this position**) and your responses to the assessment questions to determine your competency in the following:

- Interpersonal Skills
- Reading
- Customer Service
- Speaking
- Writing

You will receive a numeric rating based on your responses to the assessment questionnaires. If after reviewing your resume and responses to the assessment questions, a determination is made that you have overstated your qualifications and or experience, you may lose consideration.

The following links below provide information on how you may be eligible for various hiring authorities. If you are a Veteran, qualified CTAP and ICTAP eligible, or an individual with a disability, please refer to the following links below for additional guidance:

- Veterans , i.e. (VEOA, VRA, and 30% or more disabled)
- Career Transition Assistance Program (CTAP)
- Interagency Transition Assistance Program (ICTAP)
- Schedule A Appointments for the Disabled

Click here to view vacancy questions: [View Assessment Questions](#). All documents above **MUST** be received by 11:59 pm (Eastern Standard Time) of the closing date of, Tuesday, October 18, 2016, to be considered.

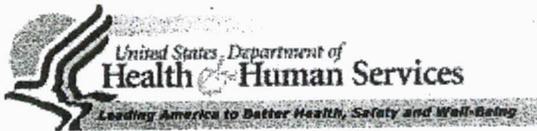
Required Documentation for Eligibility and Preference:

- **Resume** - You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume. If you use your own resume, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that includes beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job title listed, annual salary, and description of job duties. Include name and address of employer; supervisor name and telephone number.
 - **Indian Preference Applicants** - If claiming Indian preference, applicants must provide a completed copy of the Form BIA-4432, "Verification of Indian Preference for Employment in the BIA and IHS Only." Indian preference will not be given unless a properly signed and dated form is submitted with your application, including any verification by an authorized Tribal Representative or BIA Official of tribal enrollment records. For detailed instructions, see form BIA-4432. Refer to BIA-4432 link: <http://www.bia.gov/cs/groups/xois/documents/document/idc1-029504.pdf>. When an Indian Preference candidate possesses Veteran's preference the rules regarding Veterans' preference apply under ESEP and the applicant must provide documentation in order to receive preference.
 - **Veteran's Preference** – If claiming Veteran's Preference provide a copy of your DD214 Form (Member 4 copy). To claim 10-Point Veteran's Preference, submit a SF-15 Application (http://www.opm.gov/forms/pdf_fill/SF15.pdf) along with the appropriate supporting documentation. For additional information regarding Veteran's Preference visit: www.fedshirevets.gov
- Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP)** – If you are claiming CTAP/ICTAP, follow the instructions below:

http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf

- **Current or former Federal employee:** Include your most recent SF50 or if Reinstatement eligible include your Career SF-50.
- **Noncompetitive eligibles** – submit additional documents to prove your eligibility to apply to this vacancy.
- **Childcare Addendum form must be included** for this position and is available for downloading at: https://www.ihs.gov/DHR/includes/themes/newihstheme/display_objects/documents/applicants/OF306AddendumToDeclarationForFederalEmployment.pdf
- **Transcripts:** Transcripts must be provided if substituting education for experience and/or if education is required for this position. Unofficial transcripts are acceptable but official transcripts will be required before entrance on duty.

Your application package MUST be complete by 11:59 pm Eastern Standard Time (EST) on Tuesday, October 18, 2016, the closing of this announcement.



Department Of Health And Human Services

Indian Health Service

Contact

Bernice Scalpcane
Phone: (406)247-7216
(301)443-6394
Email: BERNICE.SCALPCANE@IHS.GOV

Address

Indian Health Service
PO Box 36600
2900 4th Ave North
Billings
MT