

**NAVAJO AREA
INDIAN HEALTH SERVICE
WEEKLY VACANCY LISTING
UPDATED: 10-19-04**

<http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/Index.cfm>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
NAVAJO AREA INDIAN HEALTH SERVICE Division of Personnel Management 9020 86515-9020				Contact Person: Cecelia Yazzie 928/871-1452 Irene Benallie 928/871-1432 P.O. Box Angela Segay 928/871-1421 Window Rock, AZ		
NAO-04-56	Window Rock, AZ	Human Resources Specialist (Trainee)	GS-201-5/7	Angie Segay	10-06-04	10-20-04
NAO-04-53	Window Rock, AZ	Human Resources Specialist (Classification) – DS: Shiprock, NM	GS-201-9/11	Angie Segay	10-07-04	10-28-04
NAO-04-58	Window Rock, AZ	Human Resources Assistant (OA) DS: Kayenta, AZ	GS-203-5/6	Irene Benallie	10-12-04	10-25-04
NAO-04-DH-59	Window Rock, AZ	Human Resources Specialist (Employee Relations) DS: Gallup, NM	GS-201-11	Cecelia Yazzie	10-20-04	11-09-04
NAO-04-MPP/ESEP-59	Window Rock, AZ	Human Resources Specialist (Employee Relations) DS: Gallup, NM	GS-201-11	Cecelia Yazzie	10-20-04	11-09-04
NAO-04-DH-60	Window Rock, AZ	Supervisory Human Resources Specialist DS: Gallup, NM	GS-201-12	Cecelia Yazzie	10-20-04	11-09-04
NAO-04-MPP/ESEP-60	Window Rock, AZ	Supervisory Human Resources Specialist DS: Gallup, NM	GS-201-12	Cecelia Yazzie	10-20-04	11-09-04
NAO-04-61	Window Rock, AZ	Civilian Pay Technician (OA) DS: Chinle, AZ	GS-544-06	Cecelia Yazzie	10-21-04	11-03-04
CHINLE COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Drawer PH, Chinle, AZ 86503				Contact Person: Lorraine Smith 928/674-7033 Arlene Big 928/674-7031 Darlene Yazzie 928/674-7022		
CH-04-MPP/ESEP-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaille	GS-610-9/10	Arlene Big	10-01-03	Open Until Filled
CH-04-DH-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaille	GS-610-9/10	Arlene Big	10-01-03	Open Until Filled
CH-04-MPP/ESEP-B	Chinle, AZ	Nurse DS: Chinle and Tsaille	GS-610-4/5/7	Arlene Big	10-01-03	Open Until Filled
CH-04-DH-B	Chinle, AZ	Nurse DS: Chinle and Tsaille	GS-610-4/5/7	Arlene Big	10-01-03	Open Until Filled
NAO-03-DH-Z	Chinle, AZ	Respiratory Therapist – 2 Vacancies	GS-651-5/6/7/8	Cecelia Yazzie	10-01-03	Open Until Filled
NAO-03-MPP/ESEP-Z	Chinle, AZ	Respiratory Therapist – 2 Vacancies	GS-651-5/6/7/8	Cecelia Yazzie	10-01-03	Open Until Filled
CH-04-15C	Chinle, AZ	Health Technician (Diabetes/OA) DS: Tsaille Health Center - REANNOUNCEMENT	GS-640-5/6/7	Doris Edwards	06-21-04	Open Until Filled
CH-04-127	Chinle, AZ	Assistant Supervisory Pharmacist	GS-660-11	Arlene Big	10-04-04	10-25-04
CH-04-DH-128	Chinle, AZ	Supervisory Health Systems Specialist – Term Appt NTE: 2 years	GS-671-12	Arlene Big	10-07-04	10-28-04
CH-04-MPP/ESEP-128	Chinle, AZ	Supervisory Health Systems Specialist – Term Appt NTE: 2 years	GS-671-12	Arlene Big	10-07-04	10-28-04
CH-04-DH-129	Chinle, AZ	Lead Clinical Nurse	GS-610-10	Arlene Big	10-07-04	10-28-04
CH-04-MPP/ESEP-129	Chinle, AZ	Lead Clinical Nurse	GS-610-10	Arlene Big	10-07-04	10-28-04

CH-04-130	Chinle, AZ	Operating Room Nursing Assistant	GS-621-06	Arlene Big	10-07-04	10-21-04
CH-04-131	Chinle, AZ	Supervisory Pharmacist	GS-660-11	Lori Smith	10-08-04	10-29-04
CH-04-109A	Chinle, AZ	Social Science Technician REANNOUNCEMENT	GS-102-06	Doris Edwards	10-14-04	10-27-04
CH-04-132	Chinle, AZ	Medical Support Assistant (OA)	GS-679-4/5	Doris Edwards	10-15-04	10-28-04

CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY
Personnel Branch, PO Box 358, Crownpoint, NM 87313-0358

Contact Person: Victoria Pablo 505/7866213

NAO-02-DH-MPP/ESEP-B	Crownpoint, NM	Nurse – Inpt/Med/Peds/OB Nursing – Three Vacancies – Three Vacancies	GS-610-4/5/7	Angie Segay	11-05-01	Open Until Filled
NAO-02-DH-MPP/ESEP-A	Crownpoint, NM	Clinical Nurse – Emergency Room Three Vacancies	GS-610-9/10	Angie Segay	11-05-01	Open Until Filled
CP-03-044-E	Crownpoint, NM	Supervisory Social Worker REANNOUNCEMENT	GS-185-12	Vicky Pablo	03-15-04	Open Until Filled
CP-04-007B	Crownpoint, NM	Supervisory Dental Assistant (EF) REANNOUNCEMENT	GS-681-07	Vicky Pablo	05-15-05	Open Until Filled
CP-04-DH-26B	Crownpoint, NM	Medical Instrument Technician (Ultrasound)	GS-649-08	Vicky Pablo	10-18-04	Open Until Filled
CP-04-26A	Crownpoint, NM	Medical Instrument Technician (Ultrasound)	GS-649-08	Vicky Pablo	10-18-04	Open Until Filled
CP-04-32	Crownpoint, NM	Medical Clerk (OA)	GS-679-4/5	Vicky Pablo	10-06-04	10-20-04
CP-04-33	Crownpoint, NM	Office Automation Clerk	GS-326-05	Vicky Pablo	10-06-04	10-20-04
CP-04-35	Crownpoint, NM	Lead Billing Technician	GS-503-08	Vicky Pablo	10-06-04	10-20-04
CP-04-36A	Crownpoint, NM	Medical Record Clerk	GS-675-04	Vicky Pablo	10-07-04	10-21-04
CP-04-34	Crownpoint, NM	Cook	WG-7404-06	Vicky Pablo	10-14-04	10-27-04
CP-04-MPP/ESEP-37	Crownpoint, NM	Practical Nurse 2 Vacancies	GS-620-06	Vicky Pablo	10-20-04	11-02-04

FORT DEFIANCE INDIAN HOSPITAL
Personnel Branch, PO Box 649, Fort Defiance, AZ 86504-0649

Contact Person: Ida Mark 928/8259
Jeanita Williams 928/729255

NAO-03-DH-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN 2 Vacancies	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN 2 Vacancies	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-DH-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg 2 Vacancies	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg, 2 Vacancies	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
FD-03-DH-111A	Fort Defiance, AZ	Diagnostic Radiologic Technologist (Computed Tomography) REANNOUNCEMENT	GS-647-09	Ida N. Mark	01-26-04	Open Until Filled
FD-03-MPP/ESEP-111A	Fort Defiance, AZ	Diagnostic Radiologic Technologist (Computed Tomography) REANNOUNCEMENT	GS-647-09	Ida N. Mark	01-26-04	Open Until Filled
FD-04-MPP/ESEP-08A	Fort Defiance, AZ	Practical Nurse – Med/Surg, Inpatient, Outpatient REANNOUNCEMENT	GS-620-05	Ida N. Mark	07-01-04	Open Until Filled
FD-04-DH-08	Fort Defiance, AZ	Practical Nurse – Med/Surg Inpatient (1) @ GS-5; Operating Rm (1) @ GS-6	GS-620-5	Ida N. Mark	01-26-04	Open Until Filled
FD-04-DH-75A	Fort Defiance, AZ	Maintenance Scheduler and Inspector REANNOUNCEMENT	WG-4701-09	Ida N. Mark	08-23-04	Open Until Filled
FD-04-MPP/ESEP-75A	Fort Defiance, AZ	Maintenance Scheduler and Inspector REANNOUNCEMENT	WG-4701-09	Ida N. Mark	08-23-04	Open Until Filled
FD-04-DH-78A	Fort Defiance, AZ	Supervisory Clinical Nurse REANNOUNCEMENT	GS-610-11	Ida N. Mark	08-23-04	Open Until Filled

FD-04-MPP/ ESEP-78A	Fort Defiance, AZ	Supervisory Clinical Nurse REANNOUNCEMENT	GS-610-11	Ida N. Mark	08-23-04	Open Until Filled
FD-04-DH-96A	Fort Defiance, AZ	Dental Officer (Pedodontics) REANNOUNCEMENT	GS-680-13	Ida N. Mark	10-08-04	Open Until Filled
FD-04-MPP/ ESEP-96A	Fort Defiance, AZ	Dental Officer (Pedodontics) REANNOUNCEMENT	GS-680-13	Ida N. Mark	10-08-04	Open Until Filled
FD-04-102	Fort Defiance, AZ	Supervisory Dental Assistant (Expanded Function)	GS-681-7/8	Ida N. Mark	09-29-04	10-20-04
FD-04-DH-106	Fort Defiance, AZ	Biomedical Engineering Technician	GS-802-7/8/9/10/11	Ida N. Mark	10-12-04	11-01-04
FD-04-MPP/ ESEP-106	Fort Defiance, AZ	Biomedical Engineering Technician	GS-802-7/8/9/10/11	Ida N. Mark	10-12-04	11-01-04
FD-04-107	Fort Defiance, AZ	Data Transcriber – Temp Appt NTE: 6 months	GS-356-3 or 4	Jeanita Williams	10-12-04	10-25-04
FD-04-108	Fort Defiance, AZ	Medical Records Technician (Outpatient Coding)	GS-675-07	Jeanita Williams	10-13-04	10-26-04
FD-04-84A	Fort Defiance, AZ	Billing Technician (OA) REANNOUNCEMENT	GS-503-5/6	Jeanita Williams	10-12-04	10-25-04
FD-04-91A	Fort Defiance, AZ	Dental Assistant (EF) REANNOUNCEMENT	GS-681-5/6	Jeanita Williams	10-18-04	10-29-04
FD-04-109	Fort Defiance, AZ	Medical Support Assistant (OA) 2 Vacancies	GS-679-04	Jeanita Williams	10-14-04	10-27-04
FD-04-110	Fort Defiance, AZ	Accounting Technician	GS-525-5/6	Jeanita Williams	10-18-04	10-29-04

GALLUP INDIAN MEDICAL CENTER
Personnel Branch, PO Box 1337, Gallup, NM 87305

Contact Person: Julia Nelson 505/72112
Pauline Holona 505/72113
Marjorie Ashley 505/72160

GA-03-DH-A	Gallup, NM	Clinical Nurse	GS-610-9-/10	Julia Nelson	04-21-03	Open Continuous
GA-03-MPP/ ESEP-A	Gallup, NM	Clinical Nurse	GS-610-9/10	Julia Nelson	04-21-03	Open Continuous
GA-03-MPP/ ESEP-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-03-DH-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-04-DH-009	Gallup, NM	Medical Instrument Technologist (Ultrasound)	GS-649-10	Marjorie Ashley	01-12-04	Open Until Filled
GA-04-MPP/ ESEP-009	Gallup, NM	Medical Instrument Technologist (Ultrasound)	GS-649-10	Marjorie Ashley	01-12-04	Open Until Filled
GA-04-MPP/ ESEP-006	Gallup, NM	Diagnostic Radiologic Technologist 3 Vacancies	GS-647-5/6/7/8	Marjorie Ashley	01-20-04	Open Until Filled
GA-04-DH-007	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-MPP/ ESEP-007	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-DH-008	Gallup, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-MPP/ ESEP-008	Gallup, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-92	Gallup, NM	Supervisory Clinical Nurse – Amb Care – Fam Med	GS-610-11	Julia Nelson	10-14-04	11-03-04
GA-04-93	Gallup, NM	Supervisory Clinical Nurse – Amb Care – Int Med	GS-610-11	Julia Nelson	10-14-04	11-03-04
GA-04-94	Gallup, NM	Nursing Assistant – Ortho/Med Surg Unit	GS-621-4/5	Julia Nelson	10-14-04	10-27-04
GA-04-95	Gallup, NM	Medical Support Assistant (OA) Restricted to GIMC	GS-679-05	Julia Nelson	10-14-04	10-20-04
GA-04-96	Gallup, NM	Medical Support Assistant (OA)	GS-679-04	Julia Nelson	10-18-04	10-29-04
GA-04-97	Gallup, NM	Maintenance Worker DS: Tohatchi, NM	WG-4907-07	Jo Baldwin	10-18-04	10-29-04

KAYENTA INDIAN HEALTH CENTER
Personnel Branch, PO Box 368, Kayenta, AZ 86033

Contact Person: Melissa Stanley 928/694236

KA-03-DH-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-03-MPP/ESEP-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-04-DH-15	Kayenta, AZ	Lead Clinical Nurse	GS-610-11	Melissa Stanley	01-22-04	Open Until Filled
KA-04-MPP/ESEP-15	Kayenta, AZ	Lead Clinical Nurse	GS-610-11	Melissa Stanley	01-22-04	Open Until Filled
KA-04-16	Kayenta, AZ	Diagnostic Radiologic Technologist	GS-647-5/6/7	Melissa Stanley	01-20-04	Open Until Filled
KA-04-DH-17	Kayenta, AZ	Diagnostic Radiologic Technologist DS: Inscription House, AZ	GS-647-5/6/7	Melissa Stanley	01-22-04	Open Until Filled
KA-04-MPP/ESEP-17	Kayenta, AZ	Diagnostic Radiologic Technologist DS: Inscription House, AZ	GS-647-5/6/7	Melissa Stanley	01-22-04	Open Until Filled
KA-04-DH-30	Kayenta, AZ	Supervisory Optometrist (Clinical)	GS-662-12	Melissa Stanley	09-29-04	10-20-04
KA-04-MPP/ESEP-30	Kayenta, AZ	Supervisory Optometrist (Clinical)	GS-662-12	Melissa Stanley	09-29-04	10-20-04
KA-05-01	Kayenta, AZ	Pharmacy Technician	GS-661-3/4/5/6	Melissa Stanley	10-12-04	10-25-04
KA-05-02	Kayenta, AZ	Medical Records Clerk	GS-675-04	Melissa Stanley	10-12-04	10-25-04
KA-04-30B	Kayenta, AZ	Health Technician (ER) REANNOUNCEMENT	GS-640-5/6	Melissa Stanley	10-18-04	10-29-04
KA-05-03	Kayenta, AZ	Medical Technician	GS-645-04	Melissa Stanley	10-18-04	10-29-04

NORTHERN NAVAJO MEDICAL CENTER
Personnel Branch, PO Box 160, Shiprock, NM 87420-0160

Contact Person: Gloria R. Charley 505/3686095
Margaret Begay 505/36891

SR-02-MPP/ESEP-A	Shiprock, NM	Clinical Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-A	Shiprock, NM	Clinical Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
SR-02-MPP/ESEP-B	Shiprock, NM	Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-B	Shiprock, NM	Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ESEP-100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-DH-101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ESEP-101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-04-77	Shiprock, NM	Mental Health Specialist	GS-101-9/11	Gloria R. Charley	09-29-04	10-20-04
SR-04-DH-66-1	Shiprock, NM	Nurse Specialist (Risk Manager) REANNOUNCEMENT	GS-610-11	Margaret Begay	09-29-04	10-20-04
SR-04-MPP/ESEP-66-1	Shiprock, NM	Nurse Specialist (Risk Manager) REANNOUNCEMENT	GS-610-11	Margaret Begay	09-29-04	10-20-04

TUBA CITY REGIONAL HEALTH CARE CORPORATION
Branch of Personnel, PO Box 600, Tuba City, AZ 86045

Contact Person: Ferlin Begay 928/282432
Email: ferlin.begay@tcimc.ihs.gov

FOR VACANCIES, CONTACT

		TCIMC DIRECTLY			
WINSLOW HEALTH CENTER Personnel Branch, PO Drawer 40, Winslow, AZ 86047			Contact Person: Michelle Williams 928/2896202 -Mail: michelle.williams@winslow.ihs.gov		
		FOR VACANCIES, CONTACT WIHCC DIRECTLY			

Open Continuous Announcements NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN, SERIES AND GRADE	CONTACT PERSON
NAO-04-DH-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-04-DH-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-04-DH-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-04-DH-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-04-DH-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-04-DH-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-04-DH-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-04-DH-H	Medical Technologist	GS-644-05	Angela Segay
NAO-04-DH-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-04-DH-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-04-DH-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-04-DH-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-04-DH-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-04-DH-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-04-DH-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-04-DH-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-04-DH-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-04-DH-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-04-DH-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-04-DH-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-04-DH-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie
NAO-04-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-04-MPP/ESEP-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-04-MPP/ESEP-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-04-MPP/ESEP-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-04-MPP/ESEP-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-H	Medical Technologist	GS-644-05	Angela Segay
NAO-04-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-04-MPP/ESEP-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-04-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-04-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-04-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-04-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-04-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-04-MPP/ESEP-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-04-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-04-MPP/ESEP-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie

Applications are being accepted from any U.S. Citizen.

ADDITIONAL INFORMATION:

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals

who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO, THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Lola Morgan at 928/871-5880.

ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION (S).

1. **OF-612, SF-171, or Resume** Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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 you may be fined or jailed.
3. **Verification of Indian Preference:** Applicants who wish to claim Indian Preference, must submit a copy of Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
 - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
 - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. Highest Federal civilian grade held (give Job Series and Dates held).
 - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
 - g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter-Hours earned).
 - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
 - i. Indicate if we may contact your current Supervisor.
 - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.
9. **OTHER REQUIRED FORMS** - Applicants must call Area Personnel (928/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy/announcement.