

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>04-65(SA)</b>		<b>Opening Date</b> <b>03/15/04</b>	<b>Closing Date</b> <b>* 12/31/04</b>	<b>U.S. Citizenship Required</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See notes below)
<b># Posns</b> Varies	<b>Position Title</b> <b>Licensed Vocational Nurse</b>		<b>PD Number</b> 000000	<b>Pay Plan, Series, Grade</b> GS-620-3/4/5/6
<b>Service</b> <b>Nursing Service</b> ➤ Ambulatory Care ➤ General Medical/Surgical/Critical Care ➤ Long Term Care ➤ Mental Care ➤ Rehabilitation Units		<b>Promotion Potential</b> GS-4/5/6	<b>Salary Range</b> GS-3: \$35,981 pa GS-4: \$40,409 pa GS-5: \$42,826 - \$45,205 pa GS-6: \$44,202 - \$50,390 pa	
<b>Duty Station</b> Palo Alto, Menlo Park, Livermore, San Jose			<b>Tour of Duty</b> 7:30 a.m. – 4:00 p.m. <b>or</b> 3:30 p.m. – 12 midnight <b>or</b> 12 midnight – 8:00 a.m.	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ <u>various</u>		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary NTE <u>13-24 months</u> <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input checked="" type="checkbox"/> maybe authorized <input type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b>				
<input type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input checked="" type="checkbox"/> PUBLIC – All interested candidates.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 493-5000, extension 64845. Susan Astorga				
<b>REASONABLE ACCOMMODATION</b>				
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**\*NOTE:** This announcement is an open continuous announcement closing 12/31/04. List of "Qualified" candidates will be established and as vacancies occur, application(s) of "Qualified Candidates" will be referred immediately to the Nurse Manager, Nursing Services (thru Nurse Recruiter).

**DUTIES:** Incumbent provides direct nursing care to individual and groups of patients for various units such as Psychiatry, Long Term Care, Hospice, Medical/Surgical, and Rehabilitation requiring skilled nursing care. He/she will be responsible to Nurse Manager and works under the direction of the RN. Serves as a member of a health care team providing care on a regular and recurring basis. Performs standard and specialized practical nursing activities as assigned. Knowledgeable regarding patient safety and infection control. Recognizes emergency situations and deals with veteran and the situation appropriately. Referrals for openings will be made on a continuing basis. We have full-time, part-time, and intermittent work schedules available.

**QUALIFICATION REQUIREMENTS:**

**Basic Requirements**

- **Citizenship** - United States Citizenship. If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- **Education** – Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League for Nursing at the time the program was completed by the applicant **or** appropriate experience may be substituted for education.

- **Licensure** - Incumbent must possess and maintain a full, active, current and unrestricted licenses as a graduate licensed practical or vocational nurse in a State, Territory or Commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- **English Language Proficiency:** - If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).

**In addition to meeting the basic requirements, applicant must meet the following:**

**GS-3:** None beyond the basic requirements.

**GS-4:** Six months of qualifying experience.

**GS-5:** Completion of 1 year of experience at the GS-4 level or equivalent. LVN at this grade level must have demonstrated knowledge and ability to provide a full-range of practical nursing care to patients with a variety of physical and/or behavioral problems. Demonstrated ability to serve as a responsible member of the nursing team and interact with patients, family members, professional and supportive personnel who provide patient care, and with members of other services

**GS-6:** Completion of 2 years of qualifying experience at the GS-5 level or equivalent. Candidate has the knowledges and skills necessary for concentrated effort and self-direction in carrying out the most complex practical nursing care assignments, including assignments for selected acute, care, long-term or ambulatory care, or psychiatric patients requiring skilled nursing care. Serves as a member of a health care team with these selected patients and provides care to them on a regular and recurring basis. Completes assigned duties and responsibilities which involve performing nonstandard and specialized practical nursing activities at the GS-6 level, requiring broad work experience and demonstrated skill sufficient to resolve a range of nursing problems.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING:** In addition to the basic requirements, the amount of education and experience will be assessed to determine grade level qualification. Additional experience: Ability to work effectively as a team member in providing care to patients; Demonstrates skill in communication and interpersonal relationships; and, Ability to work effectively with patients with a variety of medical and psychiatric problems.

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** Candidates will be required to pass a physical examination before entering on duty.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY:**

**Eligible Permanent Employees of VAPAHCS** - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement. Candidates will be referred as vacancies occur.

**All others, submit:**

1. **VA FORM 102850c** – Application for Associated Health Occupations.
2. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. **LVN Availability Statement** – Employment consideration availability.
4. **DD-214** - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
5. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
6. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
7. **College Transcripts** - (if substituting education for experience).
8. **Schedule A applicants only** - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
9. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received during the open period. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:** VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304

# LVN Availability Statement

VA Palo Alto Health Care System

For future employment consideration, place an "X" and answer the following conditions for availability of future employment opportunities. This announcement is open continuously until closing date of announcement, qualified candidates will be referred to designated Nurse Manager as approved vacancies occur in the specialized unit that matches your clinical experience.

**APPLICANT** (Last name, First name Middle Initial)

**Telephone number- Monday through Friday, during the day:**

### Geographical Location:

- Palo Alto
- Menlo Park
- Livermore
- San Jose
- Monterey (salary difference)
- Stockton (salary difference)
- Modesto (salary difference)
- Sonora (salary difference)

### Type of Appointment:

- Permanent
- Temporary
  - Less than 1 month
  - 1 to 4 months
  - 5 to 12 months

### Work Schedule:

- Full-time
- Part-time
  - 16 or less hours per week
  - 17 to 24 hours per week
  - 25 to 32 hours per week
- Intermittent

Please indicate your preference by annotating "1<sup>st</sup>", "2<sup>nd</sup>" and "3<sup>rd</sup>" choices and "# of Years/Months" of your clinical experience. Place a "T" if you would like to be trained to work in a particular Nursing area.

<input type="checkbox"/>	Addiction Treatment/Detox	<input type="checkbox"/>	Interventional Radiology
<input type="checkbox"/>	AIDS, National Center	<input type="checkbox"/>	Long Term Care
<input type="checkbox"/>	Blind Rehabilitation	<input type="checkbox"/>	Medical/Surgical Ward
<input type="checkbox"/>	Brain Injury	<input type="checkbox"/>	Medicine/Telemetry
<input type="checkbox"/>	Cardiac Cath Lab	<input type="checkbox"/>	Nuclear Medicine
<input type="checkbox"/>	Critical Care	<input type="checkbox"/>	Oncology
<input type="checkbox"/>	Day Surgery	<input type="checkbox"/>	Operating Room
<input type="checkbox"/>	Dialysis	<input type="checkbox"/>	PTSD, National Center
<input type="checkbox"/>	Emergency Room	<input type="checkbox"/>	Psychiatry
<input type="checkbox"/>	Gero-Psychiatry	<input type="checkbox"/>	Recovery Room
<input type="checkbox"/>	GI Suite	<input type="checkbox"/>	Rehabilitation Unit
<input type="checkbox"/>	Hospice	<input type="checkbox"/>	Spinal Cord Injury
<input type="checkbox"/>	Hospital Based Home Care		Other _____