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Job Title: Social Services Assistant
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Announcement Number: BH-12-190-CC-755650-MHC

SALARY RANGE: \$31,315.00 to \$40,706.00 / Per Year
OPEN PERIOD: Thursday, September 27, 2012 to Thursday, October 18, 2012
SERIES & GRADE: GS-0186-05
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL:
 05
DUTY LOCATIONS: 3 vacancies in the following location:
 Hot Springs, SD United States
WHO MAY BE CONSIDERED: Status Candidates (Merit Promotion and VEOA Eligibles)
JOB SUMMARY:

Vacancy Identification Number (VIN): 755650 (Please include on all documents)

RELOCATION/RECRUITMENT EXPENSES ARE NOT AUTHORIZED

THREE POSITIONS AVAILABLE AND LOCATED IN HOT SPRINGS, SOUTH DAKOTA

Our mission: To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

The VA Black Hills Health Care System (VA BHHCS) is located in the beautiful Black Hills of western South Dakota, where we are known for our blue skies, pine forests, rich history, moderate climate and friendly western hospitality. VA BHHCS provides primary and secondary medical and surgical care, along with residential rehabilitation treatment program (RRTP) services, extended nursing home care and tertiary psychiatric inpatient care services, for veterans residing in South Dakota and portions of Nebraska, North Dakota, Wyoming and Montana. Care is delivered through the Fort Meade (near Sturgis) and Hot Springs VA Medical Centers, as well as through a number of community-based outpatient and rural outreach clinics. VA Black Hills is part of VA Midwest Health Care Network (VISN 23).

Special Employment Consideration: VA encourages persons with disability to apply, including those eligible for hiring under 5 CFR 213.3102(u), Schedule A, Appointment of persons with disabilities (i.e., intellectual disabilities, severe physical disabilities, or psychiatric disabilities), and/or Disabled veterans with a compensable service-connected disability of 30% or more.

YOU CAN MAKE A DIFFERENCE

KEY REQUIREMENTS

- You must be a US citizen to apply for this job
- Subject to a background/suitability investigation
- Designated and/or random drug testing may be required
- Pre-employment physical required

DUTIES:

Incumbent oversees operation of Domiciliary ("Dom") Quarters, ensuring the wellbeing and safety of veteran patients, and performing necessary administrative duties. Patient care duties include observing patients for cleanliness and appropriate behavior; identifying behaviors or medical conditions that require intervention and taking appropriate action; monitoring patients via closed circuit cameras; obtaining breathalyzer and/or observe urine screens on designated patients, and escorting patient with positive breathalyzer to Urgent Care; ensuring that all patients are present and accounted for. Administrative duties include appropriately documenting the patient medical record, preparing reports, and inputting data into system; conducting regular building and safety inspections; monitoring refrigerator temperatures and cleanliness; taking disciplinary actions during non-administrative hours; completing inventories of patient belongings and securing/clearing patient cubicles and lockers, as needed; communicating all necessary information to oncoming shift, Dom management, and appropriate clinical staff; conducting Dom and new patient orientation; assisting with Transitional Residence matters, as needed; and other duties as assigned. The incumbent of this position must be able to safely lift up to 50 lbs.

WORK SCHEDULE: Full-time (40 hours per week) – Incumbent will be assigned to one primary work shift (day, evening or night). However, he/she will at times be required to work an alternate shift to accommodate patient care needs. Incumbent will also be required to work some weekends and holidays.

QUALIFICATIONS REQUIRED:

Time-in-Grade Restriction - Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume does not support your questionnaire answers, we will not allow credit for your response(s).

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly. *** If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. ***

Veterans Preference: When applying for Federal Jobs, eligible Veterans should claim preference on their application or résumé. Applicants claiming preference based on service-connected disability, or based on being the spouse or mother of a disabled or deceased Veteran, must complete an SF 15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 or other proof prior to appointment to document entitlement to preference. For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/veterans.aspx>.

HOW YOU WILL BE EVALUATED:

Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

BENEFITS:

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at http://www4.va.gov/JOBS/Job_Benefits/benefits.asp .

OTHER INFORMATION:

The **Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan (CTAP)** provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be found well-qualified (have a final rating of 90 or more before any Veterans preference points) for this vacancy. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp> .

Receiving Service Credit for Earning Annual (Vacation) Leave: 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.

This job opportunity may be used to fill additional vacancies.

HOW TO APPLY:

To apply for this position, you must provide a complete application (See "Required Documents" section below). The complete Application package must be submitted by 11:59 PM (EST) on Thursday, October 18, 2012.

To begin the process, click the **Apply Online** button at the bottom of this screen to create an account or log in to your existing USAJOBS account. Be sure to upload the required documents before you submit your application. Please ensure you click the **Submit My Answers** button at the end of the process. Mailed/emailed applications will not be accepted.

Note: To change or update your application, simply reapply through My USAJOBS, before the closing date. To check the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Login.aspx>), select Application Status and click on the more information link under the application status for this position.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire:
[View Occupational Questionnaire.](#)
2. Print this 1203FX form to provide your response to the occupational questionnaire: http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf.
3. Fax the completed 1203FX form along with all supporting documents to (478) 757-3144. Your 1203FX form must be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.
4. Keep a copy of your fax receipt in case verification is needed.

To fax supporting documents you are unable to upload:

Complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID: 755650. You must use this fax cover sheet in order for your

documents to be matched with your online application.

1. Fax your documents to (478)757-3144.

REQUIRED DOCUMENTS:

The following documents are required:

- **Résumé (REQUIRED)**
- **Responses to the questionnaire [View Occupational Questionnaire](#) (REQUIRED)**
- **Copy of your transcript, if you are using education to qualify (REQUIRED)**
- **A copy of your latest SF 50, showing grade, step and tenure, if you are a current or former federal employee with reinstatement rights (REQUIRED)**
- **DD-214 if claiming veteran status, or service-connected disability (REQUIRED)**
- **SF-15 and all supporting documentation if claiming service-connected disability (REQUIRED)**

AGENCY CONTACT INFO:

Cynthia J. Crago
Phone: (605)347-7090
Email: CYNTHIA.CRAGO@VA.GOV

Agency Information:
VHA Black Hills HCS
113 Comanche Road
Fort Meade, SD
57741

WHAT TO EXPECT NEXT:

After we receive your complete application package (including all required documents), your qualifications will be reviewed and assigned an initial rating. We will also review your application to make sure that your résumé supports the answers given in the questionnaire. If your résumé does not support your questionnaire answers, we will adjust your rating accordingly. Based on your ranking or numerical score, you may be referred to the hiring manager for further consideration and possible interview. You will be notified when your rating is determined.

Control Number: 327509100

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Social Services Assistant

Vacancy ID: 755650 Announcement Number: BH-12-190-CC-755650-MHC USAJOBS Control Number: 327509100

Social Security Number

Vacancy Identification Number

Please include the Vacancy ID (755650) in the space provided.

1. Title of Job

Social Services Assistant

2. Biographic Data

3. E-Mail Address

4. Work Information

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

05

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim**15. Dates of Active Duty - Military Service****16. Availability Date****17. Service Computation Date****18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

001 Social Services Assistant

21. Geographic Availability

461360047 Hot Springs, SD

22. Transition Assistance Plan**23. Job Related Experience**

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

Please choose the answers below that best describe your employment and experience. Note: "Target grade" is the highest grade included in this announcement. Current federal employees: to determine if you are on an Excepted Service appointment, look at block 34 of your latest SF-50.

1. If you are a permanent employee of the facility in which this vacancy is offered, choose one of the statements below. Otherwise, choose E.

- A. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in a career or career/conditional appointment.
- B. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in an Excepted Service appointment.
- C. I hold the target grade, or a higher grade than the target grade, on a permanent basis.
- D. I held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis, but I am currently in a lower grade.
- E. I am not a permanent employee of the facility where this vacancy is offered.

2. If you are a permanent VA employee, choose one of the statements below. Otherwise, choose E. Note: If you are a facility employee, choose the same answer you gave to Question 1.

- A. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in a career or career/conditional appointment.
- B. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in an Excepted Service appointment.
- C. I hold the target grade, or a higher grade than the target grade, on a permanent basis.
- D. I held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis, but I am currently in a lower grade.
- E. I am not a permanent VA employee.

3. If you currently are a permanent employee of another federal agency (NOT VA), choose one of the statements below. Otherwise, choose E..

- A. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in a career or career/conditional appointment.
- B. I have not held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis. AND I am currently in an Excepted Service appointment.
- C. I hold the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis,.
- D. I held the target grade of this vacancy, or a grade higher than the target grade, on a permanent basis, but I am currently in a lower grade.
- E. I am not a permanent federal employee.

4. If you are a FORMER federal employee with reinstatement eligibility AND you are not a current federal employee, choose one of the statements below. To be eligible for reinstatement, you must have been served in a career appointment, or served in a career-conditional appointment within the past three years. The three-year limit does not apply if you have Veterans Preference.

- A. I have not held the target grade of the vacancy, or a grade higher than the target grade, on a permanent basis.
- B. I have held a position at the target grade or higher, on a permanent basis.
- C. Neither A or B apply to me.

5. Are you a 30% OR MORE COMPENSABLY DISABLED VETERAN? To be eligible, you must have retired from active military service with a service-connected disability rating of 30% or more, OR have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more.

- A. Yes.
- B. No.

6. Are you a VETERANS RECRUITMENT ACT (VRA) APPOINTMENT? (You can only choose this answer for vacancies announced at or below the GS-11 grade level or an equivalent grade.) To be eligible, you must have been separated under honorable conditions (this means an honorable or general discharge). Also, you must be: a disabled Veteran; OR a Veteran who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized (you must have received the campaign badge or medal); OR a Veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which you received an Armed Forces Service Medal; OR a recently separated Veteran (separated within the past three years).

- A. Yes.
- B. No.

7. Are you eligible for a VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) APPOINTMENT? This means that you have Veteran Preference or you are a Veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions (this means an honorable or general discharge).

- A. Yes.
- B. No.

8. Are you eligible for some other NONCOMPETITIVE APPOINTMENT? This includes appointment based on an interchange agreement, severe disability, eligibility of some military spouses, or similar authorities. Please visit http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp to see information about interchange agreements and other noncompetitive appointments. MILITARY SPOUSES: please visit <http://www.fedshirevets.gov/job/shams/index.aspx> for more information about appointment eligibility.

- A. Yes.
- B. No.

If you chose A, please tell us the type of appointment for which you are eligible (for example, military spouse eligible).

9. VERIFICATION STATEMENT: Your rating is subject to verification based on the résumé, narratives and other relevant documents you submit, and through verification of references as appropriate. Deliberate attempts to falsify information are grounds for non-selection and for termination. In addition, falsifying information on your application can result in your being barred from federal employment. Please choose A to certify that your answers are accurate and complete.

A. I certify that my answers are accurate and complete.

B. I do not wish to certify. I understand that I will not be considered for this position.

1. **All applicants for Federal employment must be a U.S. Citizen.** Are you a Citizen of the United States?

A. Yes

B. No

2. **This position requires that you possess at least one year of specialized experience equivalent to the GS-4 grade level OR a 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. Examples of specialized experience include, but are not limited to, performing clerical duties that involved the use of a computer; preparing statistical reports; taking inventory; exchanging information with other staff, verbally and in writing.** Do you possess at least one year of specialized experience equivalent to the GS-4.

A. Yes

B. No

3.

I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001); my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 C.F.R. part 731). I understand that any information I give may be investigated. I understand that responding "No" to this item will result in my not being considered for this position.

A. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

B. No, I do not certify the information provided above.

The following statements pertain to your ability to carry out the duties of the position.

- A- I have not had education, training or experience in performing this task.
- B- I have education or training in this task, but have not performed it on the job.
- C- I have occasionally performed this task on the job.
- D- I have performed this task as a regular part of a job
- E- I am considered an expert in performing this task.

4. Respond orally or in writing to inquiries or requests for information.
5. Write concise and professional progress notes.
6. Exchange substantive information with health care professionals.
7. Communicate necessary information to oncoming shift and other staff, as appropriate.
8. Accurately enter data into computer system.
9. Manage patient computer, including adding and deleting accesses.
10. Prepare statistical reports in an accurate and timely manner.
11. Submit work orders for repairs.
12. Conduct building and safety inspections.
13. Monitor refrigerator temperature and cleanliness.
14. Continuously monitor radio and pager transmissions, taking appropriate action when necessary.
15. Complete inventory duties in an accurate and timely manner.
16. Monitor patients (in person and via closed circuit cameras) to ensure their safety and wellbeing.
17. Provide ward orientation and program information to new patients.
18. Assign ward duties to patients, and assure duties are completed.
19. Identify behaviors and medical conditions that require intervention, and take appropriate action.
20. Obtain breathalyzer and/or observe urine screens on designated patients and take appropriate follow-up actions when breathalyzer result is positive.
21. Respond to emergencies promptly and appropriately.
22. Maintain strict patient/client confidentiality.