

ATS-1 Proving Its Worth in Alaska's Far-flung Bush Areas

Ed Knaughton from Kodiak and Don Young from Fort Yukon briefly answered the question, "What's happening in the state legislature?" on May 14. They were on the ATS-1 Satellite Radio program, WHAT DO YOU WANT TO KNOW? pro-

duced by the Fairbanks North Star Borough Library and sponsored by the Alaska Library Association.

Ed discussed Senate Bill 211, the "Old Timer's Bill". The bond issue for schools and the

North Slope Borough were also discussed with the villages.

Because of the Apollo 16 flight, the program was only 1/2 hour long. Mike DeMarco in Anaktuvuk suggested that because of the importance of this

topic, we need an hour long program with more villages listening and benefitting.

This was such a good idea that plans have been made for an extended program on this same topic for May 4 on WHAT

DO YOU WANT TO KNOW? This will be heard Thursday May 4 from 7 - 8 p.m. (AST).

Also on this program, anyone in the villages can request books, information, materials, etc., from a library.

Dept. of Health, Education and Welfare, Public Health Service Jobs

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
Alaska Area Native Health Service
Box 7-741
Anchorage, Alaska 99510

ISSUE DATE: 4-10-72
CLOSING DATE: 4-28-72
VACANCY NOTICE: 72-251

Applications are being accepted from bidders who qualify for the position of:

STATISTICAL ASSISTANT (TYPING), GS-1531-05/04

SALARY: GS-5, \$7,319 - \$9,515 per annum plus 25% Cost of Living Allowance.

GS-4, \$6,544 - \$8,506 per annum plus 25% Cost of Living Allowance. LOCATION: Alaska Area Native Health Service - Anchorage, Alaska Office of Systems Development.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: This position provides a Statistical Assistant (Typing), to perform the sub-professional duties relative to the collection, evaluation, and presentation of statistical health data. QUALIFICATIONS: In addition to being a qualified typist, candidates must meet the following experience requirements:

GS-5 - Total experience 2 yrs.; General experience 2 yrs; Specialized experience 1 yr.

GS-4 - Total experience 2 yrs.; General experience 1 1/2 yrs.; Specialized experience 1/2 yr.

General experience - Experience in any area of clerical, technical or administrative work providing a general knowledge of office procedures and practices, the ability to collect and organize data, or ability to work with numbers, make computations, and compile and tabulate results.

Specialized experience - Statistical experience gained in any operational, program or subject matter areas or fields of statistics, or in related fields where the work involved the application of statistical methods and techniques, or the presentation or reporting of statistical data.

Appropriate education above the high school level may be substituted for experience in accordance with X-118 Standards. Handbook X-118 is available in the Area Personnel and Training Branch.

NOTE: If selection is made at the lower grade level, the position will be re-engineered to function at that grade level. Subsequent promotion to the higher grade will be based on reclassification of the position without further competition under the promotion plan.

Candidates for this position will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the above address by April 28, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE AND RECRUITING BULLETIN: 72-252,

REISSUE WITH CORRECTION.

Applications are being accepted from bidders who qualify for the position of: (applications will also be accepted from Commissioned Officers)

SERVICE UNIT DIRECTOR, GS-670-13

SALARY: \$18,737 - \$24,362 per annum plus 25% Cost of Living Allowance

LOCATION: PHS Alaska Native Hospital - Kotzebue, Alaska.

HOUSING: Government quarters available.

AREA OF CONSIDERATION: Health Services and Mental Health Administration.

DUTIES: The incumbent of this position serves as Service Unit Director for the Kotzebue Service Unit. The purpose of this position is to perform administrative and management duties, to support the total service unit program by providing comprehensive administrative management program, to support the various medical and paramedical services related to providing examinations, diagnosis, care and treatment of patients. The incumbent is responsible for development, application, and implementation of EEO requirements and the EEO program guidelines established by the HSMHA Office of Equal Employment Opportunity, and is responsible for the achievement of tangible EEO progress and results relative to minorities and women. QUALIFICATIONS: Applicants must have had three (3) years of progressively responsible general experience which has provided a broad knowledge of methods, principles and prac-

tices of supervision, administration and management plus a minimum of three (3) years responsible specialized experience which must have involved the application of a broad knowledge of administrative practices and procedures in the specialized field of hospital management and a good working knowledge of hospital and medical procedures.

Following Selective Placement factors will be considered in ranking applicants:

1. Experience with different personnel systems.
2. Knowledge of and ability to work effectively with the private and public sector in the various medical fields.

3. Knowledge of and experience in a comprehensive health care delivery system and good knowledge of the purpose, methods, and problems of all medical and para-medical service areas to permit responsible management of the total hospital.

4. It is highly desirable that individuals have experience in working effectively with Alaska Natives or Indians in that the hospital serves primarily Alaska Natives (Aleut, Eskimo and Indian) and over 50% of the hospital staff is comprised of persons with this native background.

Length of experience in itself will not be considered qualifying. The applicant's record must show experience of such quality and kind as to demonstrate successful application of progressively broader knowledge, greater judgment, and higher skills.

Candidates for this position will be evaluated on such factors as planning, organizing, communicating, decision-making, directing and in accordance with Paragraph VII of the Indian Health Service Promotion Plan. HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address at the top of this notice by May 3, 1972.

ISSUE DATE: 4-14-72
CLOSING DATE: 4-28-72

VACANCY NOTICE: 72-250

Applications are being accepted from bidders who qualify for the position of:

CLERK (DICTATING MACHINE TRANSCRIBER), GS-316-04

(Temporary not-to-exceed 6-30-72)

SALARY: \$6,544 - \$8,506 per annum plus 25% Cost of Living Allowance.

LOCATION: HSMHA, Alaska Area Native Health Service - Anchorage, Alaska, Office of Program Development.

HOUSING: No government quarters, local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position is to perform dictating machine transcribing and clerical duties for the Office of Program Development.

QUALIFICATIONS: Applicants must have one of the following requirements: (A) Completion of two academic years at a resident school above the high school level. (B) Two years of experience at a job which required stenography or dictating machine transcription as a major part of the work. (C) One year of typing experience plus one year of stenography or dictating machine transcribing experience. (D) A combination of two years of education and experience such as that described above.

Qualified candidates will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan. HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the above address by April 28, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE: 72-256

Applications are being accepted from bidders who qualify for the position of:

ANALYST, WG-3566-02

SALARY: \$4,599 - \$4,979 per hour.

LOCATION: PHS Alaska Native Hospital - Bethel, Alaska.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position performs janitorial duties necessary to maintain a clean and sanitary condition in the hospital and quarters units. QUALIFICATIONS: Applicants must have sufficient training and experience, including pertinent unpaid and volunteer work, to perform the common tasks of the position for which applied. You must show your competence to perform the duties of the position by describing your skills, knowledge, and abilities in the following areas:

A. Knowledge of standard cleaning techniques.

B. Ability to follow oral and written directions.

C. Ability to use and maintain tools & equipment.

D. Dexterity and ability to use equipment safely.

E. Ability to stoop, walk and bend for long periods of time, and carry and lift items of up to 100 pounds.

F. Ability to do the work of the position without more than normal supervision.

Qualified candidates for this position will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan. They will be evaluated on performance appraisals, experience, training, self-development, awards and outside activities which relate to this position. Be sure your SF-171 reflects these factors and your qualifications in the above areas.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address at the top of this notice by May 3, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE: 72-254

Applications are being accepted from bidders who qualify for the position of:

ACCOUNTS MAINTENANCE CLERK, GS-520-04

SALARY: \$6,544 - \$8,506 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Hospital - Mt. Edgecumbe, Alaska.

HOUSING: Single Government Quarters available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position is to provide day-to-day control over funds obligations and expenditures and to provide other support duties to Administrative Assistant in planning, coordinating and accomplishing routine and general financial functions of the Mt. Edgecumbe Service Unit. Serve as full time alternate for Cashier.

QUALIFICATIONS: Applicants must have one year of general experience and one year of specialized experience. For the first 2 years of required experience (one general and one specialized), relevant successfully completed education in a resident school above the high school level may be substituted on the basis of one half academic year of study for six months experience.

General experience is experience obtained in the performance of clerical duties in any area of work.

Specialized experience is clerical experience obtained in the kind of work in which the duties of the position are to be performed. Excess specialized experience may be substituted for general experience on a year-for-year basis.

Qualified candidates for this position will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address above by May 3, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE: 72-257

Applications are being accepted from bidders who qualify for the position of:

FOOD SERVICE WORKER, WG-7408-03

PART-TIME

SALARY: \$4.87 - \$5.27 per hour.

LOCATION: PHS Alaska Native Medical Center - Anchorage, Alaska

Dietary Department.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position is to pre-portion food, help serve, wash dishes, load and pass trays; and maintain cleanliness in food preparation and servicing areas. QUALIFICATIONS: Applicants must have sufficient training and experience, including pertinent unpaid and volunteer work, to perform the common tasks of this position. You must show your competence to perform the duties of the position by describing your skills, knowledge, and abilities in the following areas:

A. Knowledge of work practices (keeping things neat, clean and in order).

B. Knowledge of technical practices (e.g., serving food, washing and storing dishes, etc.)

C. Ability to interpret instructions.

D. Ability to use and care for tools and equipment (e.g., dishwash-

ing, equipment, choppers, and mixers).

E. Knowledge of materials (e.g., materials for cleaning dishes, wrapping and storing foods).

F. Dexterity and safety.

Qualified candidates for this position will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan. They will be evaluated on performance appraisals, experience, training, self-development, awards and outside activities which relate to this position. Be sure your SF-171 reflects these factors and your qualifications in the above areas.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address at the top of this notice by May 3, 1972.

ISSUE DATE: 4-10-72
CLOSING DATE: 4-24-72
OR UNTIL FILLED

VACANCY NOTICE: 72-247

Applications are being accepted from bidders who qualify for the position of:

CLINICAL NURSE, GS-610-09

SALARY: \$11,046 - \$14,358 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Health Center - Ft. Yukon, Alaska.

HOUSING: Government housing available.

AREA OF CONSIDERATION: Health Services and Mental Health Administration.

THIS AMENDMENT IS TO DELETE SUPERVISORY FROM THE POSITION TITLE. SHOULD READ "CLINICAL NURSE, GS-610-09."

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE: 72-259

Applications are being accepted from bidders who qualify for the position of:

MEDICAL TECHNOLOGIST, GS-644-07

SALARY: \$9,053 - \$11,771 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Hospital - Mt. Edgecumbe, Alaska.

HOUSING: Some government quarters available.

AREA OF CONSIDERATION: Health Services and Mental Health Administration.

DUTIES: The incumbent of this position is to provide services which require the application of professional knowledge and abilities in the field of medical laboratory technology.

QUALIFICATIONS: Applicants must meet the following minimum education requirements: (a) a full course of study which meets academic requirements for a bachelor's degree in medical technology from an accredited college or university; OR (b) at least 3 academic years of study in an accredited college or university which met the specific requirements for entrance into and the successful completion of a course of training of approximately 1 year in a school of medical technology approved by a nationally recognized accrediting agency; OR (c) certain other approved combinations of education and experience.

In addition applicants must have one year of professional medical technology experience or have completed one academic year of graduate study in medical technology or a directly related field of biology or chemistry.

Qualified applicants will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address above by May 3, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE AND RECRUITING BULLETIN: 72-255

Applications are being accepted from bidders who qualify for the position of:

ADMITTING CLERK, GS-301-03

SALARY: \$5828 - \$7574 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Medical Center - Anchorage, Alaska

Admitting Unit

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position performs typing and clerical duties relating to patient admissions and out-patient visits at the PHS Alaska Native Medical Center, Anchorage, Alaska, a 381-bed referral general medical, surgical and tuberculosis hospital with an active out-

patient clinic which provides direct medical service to beneficiaries within the Anchorage Service Unit and serves as a referral hospital for beneficiaries throughout the entire State. QUALIFICATIONS: Applicants must have at least one year of general office clerical experience, OR must have successfully completed one academic year of full time study in a business or secretarial school, junior college, or college which is in addition to graduation from high school.

Qualified candidates for this position will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan. HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the above address by May 3, 1972.

ISSUE DATE: 4-19-72
CLOSING DATE: 5-03-72

VACANCY NOTICE AND

ADVANCED RECRUITMENT

BULLETIN: 72-258

Applications are being accepted from bidders who qualify for the position of:

PERSONNEL CLERK (TYPING), GS-203-05/04/03

SALARY: GS-5, \$7,319 - \$9,515 per annum plus 25% Cost of Living Allowance.

GS-4, \$6,544 - \$8,506 per annum plus 25% Cost of Living Allowance.

GS-3, \$5,828 - \$7,574 per annum plus 25% Cost of Living Allowance.

LOCATION: Alaska Area Native Health Service - Anchorage, Alaska, Area Personnel and Training Branch, Administrative Section.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position is to perform typing and clerical duties relating to the documentation of personnel actions and the maintenance of personnel records for assigned accounts. This position will be developed on-the-job in the full performance of personnel clerical duties.

QUALIFICATIONS: In addition to being a qualified typist, applicants must meet one of the following requirements:

GS-3 applicants - 1 year of general experience and no specialized experience.

GS-4 applicants - 2 years experience, one year general and one year specialized.

GS-5 applicants - 3 years experience, one year general and two years specialized.

General experience is responsible general office clerical experience which has demonstrated the ability to perform clerical duties satisfactorily.

Specialized experience is responsible experience in a personnel or other type of office, where the work required the applicant to acquire and apply knowledge of rules, regulations, procedures and program requirements of one or more area of a personnel system, such as that typical of a large organization. At the GS-5 level, six months of the specialized experience must have been in personnel clerk typing work.

Qualified applicants will be evaluated in accordance with Paragraph VII of the Indian Health Service Promotion Plan.

NOTE: If selection is made at the lower grade level, the position will be re-engineered to function at that grade. Subsequent promotion to the higher grade will be based on reclassification of the position without further competition under the promotion plan.

HOW TO APPLY: Apply in writing to the Area Personnel and Training Branch at the address at the top of this notice by May 3, 1972.

EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25, U. S. CODE, SECTION 472 AND 473), THERE WILL BE NO DISCRIMINATION IN SELECTION BECAUSE OF RACE, COLOR, CREED, AGE, NATIONAL ORIGIN, PHYSICAL HANDICAP, MARITAL STATUS, SEX, POLITICS, OR NON-MEMBERSHIP OR MEMBERSHIP IN ANY EMPLOYEE ORGANIZATION. APPLICATIONS FROM ALL QUALIFIED PERSONS WILL BE CONSIDERED SUBJECT TO PREFERENCE BEING GIVEN IN INITIAL EMPLOYMENT OF APPLICANTS HAVING 1/4 OR MORE DEGREE ALASKA/AMERICAN INDIAN, ALEUT OR ESKIMO BLOOD; AND VETERANS WILL BE GIVEN PREFERENCE OVER NON-VETERANS. INITIAL APPOINTEES OF 1/4 OR MORE ALASKA/AMERICAN INDIAN, ALEUT OR ESKIMO ANCESTRY MUST ATTACH TO THEIR APPLICATION A CERTIFICATE INDICATING THEIR DEGREE OF BLOOD.