

Dinneen Appointed Administrative Assistant to Joe Upicksoun

Lawrence A. Dinneen, has been appointed administration assistant to Joe Upicksoun, president of the Arctic Slope Native Association, the latter announced this week.

Mr. Dinneen will reside for the time being at Barrow and assist in all phases of ASNA's work, including the Native claims settlement, community development of the villages and

the North Slope Borough.

Mr. Dinneen was recently manager of Alaskan Programs for the Grumman Aerospace Corporation, concerned with natural

resource management and remote sensing programs.

He has had extensive experience in administration and economic planning. Mr. Dinneen is

a former executive assistant to the governor of Alaska and headed the state's Industrial Development Division and the Department of Economic Development.

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: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-211

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

CLERK (DICTATING MACHINE TRANSCRIBER), GS-316-04/03

SALARY: GS-4, \$6544 - \$8506 per annum plus 25% Cost of Living Allowance.

GS-3, \$5828 - \$7574 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Medical Center - Anchorage, Alaska

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent performs dictating machine transcribing and clerical duties pertaining to the Medical Records functions.

QUALIFICATIONS: GS-3 applicants must have at least one year progressively responsible experience in typing or dictating machine transcription, or successful completion of one academic year of substantially full time study in a resident school above the high school level.

GS-4 applicants must have at least two years of appropriate experience which included, as a significant part of the work, the performance of stenography or dictating machine transcribing duties; OR successful completion of two academic years of substantially full-time study in a resident school above the high school level; OR one year of education as described above PLUS one year of appropriate experience. A qualified typist is required at both grade levels.

NOTE: Applications for this position will be accepted from both grade levels, with the understanding that in the absence of sufficient qualified eligibles from which to make an adequate selection at the higher grade level, applications for the lower grade may be considered simultaneously. If selection is made at the lower 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.

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 at the top of this notice by March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-217

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

CLERK TYPIST, GS 322-03/02

SALARY: GS-3, \$5828 - \$7574 per annum plus 25% Cost of Living Allowance.

GS-2, \$5166 - \$6714 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Hospital - Kotzebue, Alaska.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: This position is located in the Nursing Section of the PHS Alaska Native Hospital at Kotzebue, Alaska for the purpose of performing typing and general clerical duties involved in the operation of the Nursing Service.

QUALIFICATIONS: GS-2 applicants must have successfully completed a four year high school program; OR six months appropriate experience.

GS-3 applicants must have one year of experience at a job which required typing, stenography or dictating machine transcription as a major part of the work, OR completed one academic year of study in a school study above the high school level. They must be proficient in typing.

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

NOTE: Applications for this position will be accepted from both grade levels, with the understanding that in the absence of sufficient qualified eligibles from which to make an adequate selection at the higher grade level, applications for the lower grade level may be considered simultaneously. If selection is made at the lower 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 March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-216

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

PERSONNEL CLERK (Typing), GS-316-04/03

(with promotional potential)

SALARY: GS-4, \$6544 - \$8506 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Area Native Health Service - Mt. Edgecumbe Admin. Services Br. - Personnel Section.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position provides personnel clerk services in the Administrative Branch of the Mt. Edgecumbe Service Unit.

QUALIFICATIONS: In addition to being a qualified typist, applicants must meet the following requirements: Total two years experience: one year general and one year specialized.

General experience - Responsible general office experience which has demonstrated the ability to perform clerical duties satisfactorily.

Specialized experience - Responsible experience in a personnel or other type of office where the work requires the applicant to acquire and apply knowledge of the rules, regulations, procedures and program requirements of one or more areas of a personnel system, such as that typical of a large organization.

Appropriate education in a school above high school level may be substituted for experience.

NOTE: Upon successful assumption of higher level duties the person selected for this position may be promoted 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, Indian Health Service Promotion Plan.

HOW TO APPLY: Apply in writing to the Area Personnel Management Branch at the above address by March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-218

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

CLERK TYPIST, GS-322-04

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

LOCATION: Alaska Area Native Health Service - Anchorage, Alaska (Mental Health Br.)

HOUSING: No government quarters available; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position is to perform clerical and typing duties relating to all phases of operation of the Mental Health Unit.

QUALIFICATIONS: Applicants must have two years of experience at a job which required stenography or dictating machine transcription as a major part of your work; OR one year of typing experience plus one year of stenography or dictating machine transcribing experience; OR completed two academic years at a resident school above the high school level; OR a combination of a year of education and a year of experience as described above.

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 March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-213

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

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

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

LOCATION: Alaska Area Native Health Service - Anchorage, Alaska Maternal and Child Health Office.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position provides clerical and dictating machine transcribing duties pertaining to the Maternal and Child Health Department.

QUALIFICATIONS: GS-4 applicants must have two years of experience at a job which required stenography or

dictating machine transcribing as a major part of the work. One year of typing experience plus one year of stenography or dictating machine transcribing experience OR completion of two academic years at a resident school above the high school level, OR a combination of two years of education and experience such as that described above.

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 above address by March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-215

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

CLERK TYPIST, GS-322-02

(NTE - 1 Year Intermittent)

SALARY: GS-2, \$5166 - \$6714 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Hospital - St. Paul Island, Alaska.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position performs clerical and typing duties relating to the medical facility on St. Paul Island.

QUALIFICATIONS: Applicants must have successfully completed a four year high school program; OR six months appropriate experience.

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 & Training Branch at the address above by March 30, 1972.

ISSUE DATE: 3-15-72
CLOSING DATE: 3-29-72

VACANCY NOTICE: 72-219

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

PERSONNEL MANAGEMENT SPECIALIST, GS-201-09/07

SALARY: GS-9, \$11,046 - \$14,358 per annum plus 25% Cost of Living Allowance.

GS-7, \$9,053 - \$11,771 per annum plus 25% Cost of Living Allowance.

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

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: Indian Health Service.

DUTIES: Incumbent will perform staffing, classification, and employee relations functions for assigned organizational elements. Will be required to travel approximately 25% of the time.

QUALIFICATIONS: Applicants must have basically, three years of general experience in work which provides evidence that the candidate: (1) A good general understanding of the systems, methods, and administrative machinery for accomplishing the work of an organization; (2) The ability to analyze problems and apply sound judgement in assessing the practical implications of alternative solutions; (3) The ability to communicate with others effectively, both orally and in writing; and (4) The capacity to employ these knowledge and abilities in resolving the problems of the organization.

Such experience may have been acquired in any type of work except trades and crafts, or clerical work. Outside of service candidates at the GS-7 level must have passed the Federal Service Entrance Examination. In addition, candidates at the GS-9 level must have two years specialized experience in the performance of recruitment, selection placement, and management advisory services in a personnel office serving a large complex organization.

Candidates for this position will be evaluated on the basis of their appropriate education, experience, appraisal of performance, training and self-development activities, and special awards as described in Paragraph VII of the Indian Health Service Promotion Plan.

NOTE: Applications for this position will be accepted from both grade levels with the understanding that in the absence of sufficient qualified eligibles from which to make an adequate selection at the higher grade level, applications for the lower grade level may be considered simultaneously. 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 above.

Branch at the address at the top of this notice by March 29, 1972. Candidates from outside the Service should route a completed SF-171, Personal Qualifications Statement, through their Area Personnel Office to be forwarded with the supervisory appraisal of performance.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-214

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

DENTAL ASSISTANT, GS-681-03

SALARY: GS-3, \$5828 - \$7574 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Medical Center - Anchorage, Alaska.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: The incumbent of this position provides assistance to a Dentist primarily on field trips to remote villages, but while not engaged in field trips, functions as dental assistant in the clinic, wards, and/or in surgery in performing restorative, surgical operations and prosthetic dentistry procedures. Receives and prepares required materials.

QUALIFICATIONS: GS-3 applicants must have one year of general experience which provided some knowledge of nursing, hospital, medical, dental or scientific laboratory work environment or knowledge of clinical routines and procedures OR have an equivalent educational substitution as outlined in Handbook X-118. Further information may be obtained from the Area Personnel and Training Branch.

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 & Training Branch at the address above by March 30, 1972.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-212

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

SOCIAL WORKER, GS-185-12

SALARY: GS-12, \$15,866 - \$20,627 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Hospital - Barrow, Alaska.

HOUSING: No government quarters available at present; incumbent will reside in Fairbanks where local housing is available.

AREA OF CONSIDERATION: Health Services and Mental Health Administration.

DUTIES: Under the administration direction of the Service Unit Director, the professional and technical guidance of the Chief, Area Social Services Branch, and with broad latitude for independent action, the incumbent of this position serves as Social Worker at the PHS Alaska Native Hospital by planning and coordinating comprehensive social service program.

The hospital is the focal point of contact and assistance to the Natives in the Area. The incumbent is responsible for maintaining liaison between Alaska Native Health problems and the general public, other Federal agencies, State agencies, Medical facilities and other resources.

Responsibility will include social service for in and outpatients seen at field health clinics. This is an itinerant position, which will require travel at least 50 percent of the time.

QUALIFICATIONS: Applicants must have successfully completed a course of study in an accredited school of social work which has fulfilled all the requirements for a Master's Degree in Social Work. In addition, they must have one of the following: (a) Related practice training in professional social work during field placement as part of graduate study, plus 3 years of progressively responsible social work experience, OR (b) Four years of progressively responsible professional social work experience. At least one year of the experience must have been comparable in scope and difficulty to the GS-11 level.

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 & Training Branch at the address above.

ISSUE DATE: 3-16-72
CLOSING DATE: 3-30-72

VACANCY NOTICE: 72-220

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

SOCIAL WORK ASSOCIATE - TRAINEE, GS-187-04/05/06/07

This is a trainee position in the Excepted Service and may be filled at any one of the announced grade levels depending on education and/or experience of the applicant selected. If position is filled at a lower level, incumbent may be promoted on successful completion of various phases of the training program. Successful completion of the entire training program will qualify the applicant for a Social Work Associate position in the Alaska Area.

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

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

GS-6, \$8,153 - \$10,601 per annum plus 25% Cost of Living Allowance.

GS-7, \$9,053 - \$11,771 per annum plus 25% Cost of Living Allowance.

LOCATION: PHS Alaska Native Medical Center - Anchorage, Alaska Social Services.

HOUSING: No government quarters; local housing available.

AREA OF CONSIDERATION: All Alaska.

DUTIES: Under the supervision of a professionally trained social worker, incumbent is trained to provide social service to the Alaska Native people, using his special knowledge of Indian of Alaska Native language and culture.

Examples of such services are: helping a patient resolve personal, family, or emotional problems which interfere with his carrying out medical recommendations; arranging care for children during hospitalization of a parent; and providing information and counseling which will enable a patient to follow improved health practices and make better use of available medical resources.

The trainee is expected to work with each patient in a way to enhance the patient's self esteem and sense of dignity, and support his own problem solving efforts.

QUALIFICATIONS: Education and experience requirements are:

GS-4, High School education

GS-5, High School education plus one year college or experience.

GS-6, High School education plus three years college or experience (or any combination).

GS-7, High School plus four years experience, OR BA degree, OR four years of any combination of college or experience.

Experience is defined as work performed under the supervision of a professionally trained social worker, psychiatrist, physician, psychologist, or nurse, appropriate education working with people individually or in groups to provide personal services. It must have required the exercise of considerable responsibility or initiative and handling increasingly responsible and important assignments.

Positions not involving only routine work without responsibility for applying knowledge, skills, or abilities described above are not acceptable as qualifying experience.

Qualified candidates for this position will be evaluated on the basis of the training, education, experience, appraisal of performance, training and special awards as described in Paragraph VII of the Indian Health Service Promotion Plan.

NOTE: Applications for this position will be accepted from all grade levels with the understanding that in the absence of sufficient qualified eligibles from which to make an adequate selection at the higher grade level, applications for the lower grade level will be considered simultaneously. If selection is made at the lower grade, 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 March 30, 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.