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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 11-04	REGISTERED PROFESSIONAL NURSE (TEMPORARY WAE)	March 18, 2011
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OPEN TO: All Interested Candidates
POSITION: Registered Professional Nurse, FSN-9/FP-5* (steps 1 through 4)
OPENING DATE: March 18, 2011
CLOSING DATE: April 1, 2011
WORK HOURS: When Actually Employed (WAE) – the work schedule will be determined on an as needed basis
SALARY: *Not-Ordinarily Resident: US\$ 23.98 per hour
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: PLN 56.80 per hour
(Position Grade: FSN-9 Exception Rate Range)
Length of hire: Temporary: 6-9 months

IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Warsaw is seeking an individual for the position of Registered Professional Nurse in the Medical Unit.

BASIC FUNCTION OF POSITION

Provide health care and advice within the scope of licensure, both independently and under supervision of the Regional Medical Officer (RMO). Provides the full range of professional nursing services to Embassy's American personnel and, if necessary, to Locally Employed Staff. Assumes responsibility for administrative and educational aspects of the Embassy medical program which includes: monitoring medical supplies, medications and immunizations inventory, rotate stock, receiving medications and supplies, and prepare appropriate reports. Maintain controlled medication log and inventory and prepare annual report. Maintain log/database as required by Department of State and Federal regulations for vaccine administration. Maintain confidentiality of medical records and medical information following guidelines of the Privacy Policy. Prepare monthly statistics and focused review. Monitor medical and emergency equipment for proper functioning. On-call duties for after hours, weekends and holidays are included in the basic responsibilities of the job and reimbursed only for actual work performed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S. or European equivalent is required. Non-Western training local Registered Professional Nurse must be a graduate of a professional nursing school or college that has the equivalent of Registered Nurse training in the U.S. (to be confirmed by the Regional Medical Officer) and be fully credentialed/licensed in Poland is required.

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2. Prior Work Experience: At least two years of professional nursing experience with expertise in patient assessment and intervention is required. Ability to teach three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.
3. Language Proficiency: Good working knowledge Level 3 (speaking/reading/writing) of English, and limited working proficiency Level 2 (speaking/reading/writing) of Polish are required.
4. Job Knowledge: Knowledge of professional nursing principles, American/European standards of medical care, and up-to-date nursing science and technology understanding is required. Knowledge how to use the professional nursing process including assessment, implementation, planning and evaluation is required. Familiarity with current standards for immunizations and biologic basic thereof is required. Familiarity with procurement of expendable medical supplies and equipment for ambulatory standards of care is required.
5. Skills and Abilities: Interest, ability, and desire, to learn and improve professional skills are required. Ability to Administer pediatric and adult immunization program according to current standards is required. Ability to counsel employees with physical, emotional or mental problems and ability to use medical equipment safely and appropriately is required. Ability to work independently at times with only telephone connection with Regional Medical Officer (MO) available for consultation purposes is required. Willingness to work as part of health care team and accept various responsibilities is required.

SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous US Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Locally Employed Staff (LE Staff) of US Mission Poland having served less than 90 calendar days in their current position are not eligible to apply.
3. Current LE Staff with an overall summary rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

TO APPLY

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Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UEA (see Appendix B);
or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
Attention: Ula Piatkowska
email: piatkowsux@state.gov
Fax: 022- 504-2265
or at the HR Office, 1st floor in Piekna building

CLOSING DATE FOR THIS POSITION: April 1, 2011

The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

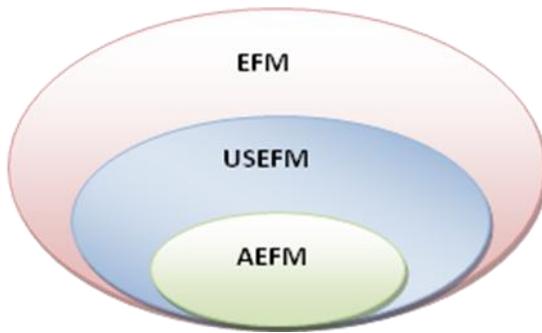
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DISTRIBUTION: All Employees of the Mission

Cleared: MED: LMontauk
HRO: NSpecians
Drafted: HR: UPiatkowska

**Appendix A
DEFINITIONS**

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This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form [OF-126](#), Foreign Service Residence*

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and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and

- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

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Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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