

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VA – VN – Nurse (WAE)			
Office: HR	No. 15 - 135	Date: 09/29/15	Reference: N/A

OPEN TO: US Citizen EFM's only

POSITION: VN – Nurse (WAE)
Full-performance level: FP-6

OPENING DATE: September 29, 2015

CLOSING DATE: October 15, 2015 (COB)

WORK HOURS: When Actually Employed. (WAE)

SALARY: Not-Ordinarily Resident: (FP grade is confirmed by Washington)
Full-Performance: FP-6: US\$45,487 p.a. (\$21.80 per hour)

Note 1: Only U.S. Citizen eligible family members (AEFM) as defined below of the U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to Post.

Note 2: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Embassy in Quito is seeking an individual for the position of **Nurse in the Health Unit**.

BASIC FUNCTION OF POSITION

This position functions as one of the Post's health care providers. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide full range of professional nursing services to American and Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet <http://ecuador.usembassy.gov/news/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. Education:** Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the RMO and M/MED) or be fully credentialed/licensed in the host country.
- b. Experience:** Minimum two years previous experience as RN is required.
- c. Language Proficiency:** Level IV (Fluent) Speaking/Reading English is required. Level II Speaking/Reading Spanish is required.
- d. Knowledge:** A good working knowledge or experience of current health promotion recommendations in the U.S. population plus experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is required.
- e. Abilities and Skills:** Must have the ability to administer adult and pediatric immunization program according to current CDC standards is required and must be familiar with American Nursing standards of care.
- f.** Must be able to use Microsoft computer applications (Word, Excel and Outlook).

Please note that any or all of the above required qualifications may be tested.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply
4. Current employees serving a probationary period are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs 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.
7. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

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 UAE (*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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

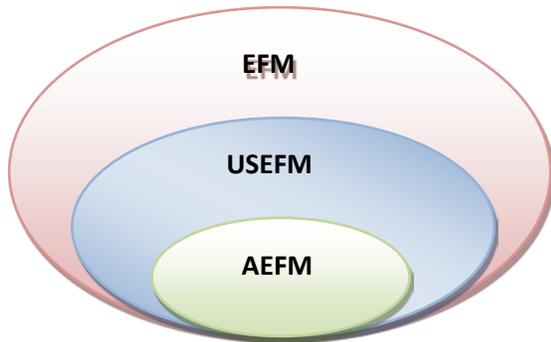
- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources
- 3) For internal applicants: Drop your application in the application box located in the HR waiting area. Confirm that all your documentation is complete and the application is date-stamped

CLOSING DATE FOR THIS POSITION: October 15, 2015 (COB)

The US Mission in Ecuador 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.

Appendix A DEFINITIONS



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 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.

5. **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.

6. **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.

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 that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">HU, DoS</p>	3a. Position Number <p style="text-align: center;">94-457772</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HU NURSE (EFM) WAE	FP-6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">HU NURSE (EFM) WAE</p>	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">HEALTH UNIT</p>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">N/A</p>
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 This position functions as one of the Post's health care providers. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide full range of professional nursing services to American and Locally Employed Staff.

14. Major Duties and Responsibilities 100 % of Time

A. Responsible for the Health Orientation of New Arrivals
 "Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries.
 "Orientation to public health risks and preventive health behaviors
 "Assess family health and immunization needs
 "Describe services provided by the health unit and various roles of health care personnel
 "Orientation to the local health care system
 "Distribute a copy of the Health and Medical Information Booklet to all new employees.
 "Complete age appropriate health promotion reviews

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the RMO and M/MED) or be fully credentialed/licensed in the host country.

b. Prior Work Experience

Minimum two years previous experience as RN is required.

c. Post Entry Training

On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of both natural disasters and those caused by weapons of mass destruction will be provided. Current CPR certification (which must be maintained throughout employment) is required.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (Fluent) Speaking/Reading English is required. Level II Speaking/Reading Spanish is required.

e. Job Knowledge

The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required.

f. Skills and Abilities

Must have the ability to administer adult and pediatric immunization program according to current CDC standards is required and must be familiar with American Nursing standards of care. Must be able to use Microsoft computer applications (Word, Excel and Outlook).

16. Position Element

a. Supervision Received

Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP), or MED Washington.

b. Supervision Exercised

none

c. Available Guidelines

3 FAM 1900 Series, Office of Medical Services Technical Guidelines. Foreign Service Medical Bulletin. CD-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, and Embassy Health Manuals.

d. Exercise of Judgment

Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

e. Authority to Make Commitments

Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.

f. Nature, Level, and Purpose of Contacts

Liaison with local health care provides and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Communicates regularly with RMO, FSHP, and M/MED in Washington.

g. Time Expected to Reach Full Performance Level

6 months.

Addendum 1

B. Coordinate Medical Clearance Examinations

- "Prepare cables for fund cite requests
- "Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, mammogram)
- "Request consultations and additional studies to complete the clearance evaluation.
- "Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP.
- "Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- "Translate or arrange translation of medical reports to English.
- "Review completed clearance exams for thoroughness and pouch to Medical Clearances
- "Package and ship lab specimens to MED lab as necessary

C. Coordinate Medical Evacuations

- " Assist in Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- "Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- "Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- "Collaborate with Embassy Administrative office to coordinate medical evacuations
- "Request fund cites from MED or appropriate agency
- "Liaison between local providers and MED during emergency evacuations
- "Assist patient with medical services access in interval prior to evacuation
- "Accompany patient as a medical attendant as needed

D. Coordinate local hospitalizations of Foreign Service personnel

- "Initiate Form DS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- "Request fund cites from MED or appropriate agency
- "Conduct regular visits to assess the course of care while Hospitalized
- "Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- "Assess each new patient's immunization needs and make recommendations
- "Follow CDC and ACIP guidelines for immunization of adults and children
- "Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- "Budget, order, and rotate vaccine stock
- "Knowledge of recommended immunization schedules and management/reporting of adverse events

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services

- "Control Officer for regional medical visits of MED staff
- "Coordinates transmission of medication prescriptions with RMO/FSHP
- "Regular communication by phone and E-mail with RMO/FSHP

G. Maintains an occupational health clinic during assigned work hours

- "Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- "Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary); or
- "Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings.
- Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- "Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- "Dispenses medications according to protocols approved by the RMO.
- "Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- "Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- "Provides follow-up care to patients once discharged from the hospital.
- "Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- "Perform periodic sanitation inspections as directed by the RMO or Admin
- "Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- "Conduct workplace health and safety surveys with the POSHO.
- "Maintain accident log/accident reporting per MED/SHEM guidelines.

H. Maintains current working knowledge and relationship with the local providers and facilities.

"Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years.

"Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities

"Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts

"Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin

"Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED

"Communicates regularly with the post medical advisor

I. Must be available outside of normal embassy working hours

"Participates in Embassy medical duty call rotation as appropriate

"Responds to urgent telephone requests for medical information from the duty officer during off-duty hours

"Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate

"Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.

"Provides follow-up care to patients once discharged from the hospital.

"Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.

"Perform periodic sanitation inspections as directed by the RMO or Admin

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J. Maintains current working knowledge and relationship with the local providers and facilities.

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"Perform periodic sanitation inspections as directed by the RMO or Admin

"Test and maintain emergency equipment and safehaven materials in coordination with RSO.

"Conduct workplace health and safety surveys with the POSHO.

"Maintain accident log/accident reporting per MED/SHEM guidelines.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required For Effective Performance

b.Prior Work Experience (continuation...)

At least two years previous experience teaching at least 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.

e.Job Knowledge (continuation...)

Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is required. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer.