



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

#028

Date: June 6, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER**

**SUBJECT: REGISTERED NURSE (RN), HEALTH UNIT**

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Registered Nurse (RN)

**POSITION OPEN TO:** U.S. Citizen Eligible Family Members ONLY–  
All Agencies (see definition on the second page)

**POSITION SCHEDULE:** When Actually Employed (WAE)

**GRADE LEVEL:** FP-05 \* (full performance level)

**OFFICE LOCATION:** Health Unit

**OPENING DATE:** Immediate

**DEADLINE:** June 20, 2014 at 6 P.M. Kyiv Time

*\*FP-05 is subject for confirmation by HR/EUR bureau in Washington DC*

## **DEFINITIONS:**

***U.S. Citizen Eligible Family Member (USEFM) is:***

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) 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; and who is under chief of mission authority, and either:
  - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

## **BASIC FUNCTION OF POSITION:**

This position functions as the Western trained professional registered nurse. The position is located in the Embassy Health Unit and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide the full range of professional nursing services to United States government employees and their EFM's.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **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
- Distribute copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion reviews

### **B. Coordinate medical Clearance Examinations**

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., sigmoid, PSA, 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.
- Verify and approve medical and laboratory bills for payment (based on authorization) related

to the clearance exam.

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- Review completed clearance exams for thoroughness and send to Medical Clearances.
- Package and ship lab specimens to MED lab as necessary

### **C. Coordinate Medical Evacuations**

- Arrange Med Evacs through FSHP/RMO and MED to Medical Evacuation Site or Washington, DC
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington, DC/Florida Regional Center or overseas Medevac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- 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 FS-067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

- Must be a graduate of a professional RN nursing school with a current and unrestricted nursing license from the US., Puerto Rico, or Western European Equivalent is required.

### **WORK EXPERIENCE:**

- At least two years of RN health experience, Previous experience teaching at least three of the following health promotion activities is recommended: smoking cessation; weight reduction; child wellness 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.

### **LANGUAGE PROFICIENCY:**

- Level IV (Fluent) Speaking/Reading English is required.

### **JOB KNOWLEDGE:**

- The ability to administer adult and pediatric immunization programs according to current CDC standards is required. 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. Experience in management and procurement of expendable medical supplies and equipment for ambulatory clinical care is preferred. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer.

### HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **June 20, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

**Universal Application for Employment (DS-174) should be completed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-5000](tel:521-5000).**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

### ADDITIONAL SELECTION CRITERIA:

- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv 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.

CLEARED: SStewart – Health Unit (by email)