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DIPATTAMENTON ATMENESTRASION

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(Dibision Inadilanto yan Guinaha Para Taotao)
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of.

PSYCHIATRIC NURSE II

Announcement Number: DOA146-23

Open: September 29, 2023 Close: October 20, 2023

NURSE PAY PLAN (NPP)

OPEN: N-N-01; \$55,329 P/A – N-N-10; \$75,955 P/A

PROMOTION: N-N-01; \$55,329 P/A – N-N-18; \$97,517 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience as a Psychiatric Nurse I or equivalent work and graduation from a recognized school for professional nurses with an Associate's degree or diploma in nursing and completion of a training program emphasizing psychiatric nursing procedures; or

One (1) year of experience as a Psychiatric Nurse I or equivalent work and graduation from a recognized school for professional nurses with a Bachelor's degree in Nursing.

Necessary Special Qualifications

Possession of a current license as a Registered Professional Nurse on Guam.

Nature of work

This is moderately complex professional psychiatric nursing work in the Department of Mental Health and Substance Abuse Agency. Employees in this class perform moderately complex professional work independently on an on-going basis and participate in the full range of complex professional duties under closer supervision.

Illustrative Examples of Work

Independently makes assessment of clients physiological and psychological needs in a specialized psychiatric facility to plan individualized care for clients. Documents assessment data; observations, responsiveness to medication, signs and symptoms and deviations from normal in the client's clinical record. Participates in collaborative treatment planning with other mental health professional and coordinates with other mental health professional and coordinates the planned treatment efforts. Monitors the total care for clients in a specialized setting or program area. Instructs clients and relative concerning medication and treatment requirements, home care, prevention of illness reoccurrences and promotion of a decreased stressful lifestyle. Assist the physician in preparing clients for physical examination, treatments and/or test or performs physical screening prior to treatments for tests. Participates in quality assurance program. May guide less experienced professional staff in learning to maintain a safe and therapeutic patient environment, and providing a therapeutic interpersonal interactions with clients. Documents nursing actions taken, medications and treatments given with responses as required. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of professional principles, theories and practices of professional nursing as applied in psychiatric setting. Knowledge of personality development theories for evaluating behavior and reaction patterns of patients. Knowledge of group interaction and theories of group therapy. Ability to and apply nursing techniques, operations, and equipment, particularly those applied to a psychiatric setting. Ability to make work decisions in accordance with professional standards, rules, and regulations and other program guidelines. Ability to follow and administer oral and written instructions. Ability to interpret and explain the purposes and methods of prescribed treatments and necessity for continuing such treatments to concerned individuals. Ability to instruct subordinate nurses and ancillary personnel in the care and treatment of patients. Ability to work effectively with employees and the public. Ability to maintain records and charts and to prepare reports.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. **For more information, please contact the Recruitment Branch at 475-1128/1141.**

PSYCHIATRIC NURSE II OPEN COMPETITIVE EXAMINATION

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOBS@DOA.GUAM.GOV.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.