

SAN CARLOS APACHE TRIBE

HUMAN RESOURCE DEPARTMENT

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San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-023	October 19, 2017	November 2, 2017
POSITION TITLE AND DEPARTMENT		SALARY
Houseparent Shelter Care Program		\$8.00 Per Hour

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Non-Exempt).
- Applicant must have a valid driver's license.
- Applicant must obtain a First Aid/CPR and Food Handler's certification upon employment.
- Applicant must be certified as a Certified Nursing Assistant (CNA) or able to obtain certificate within ninety (90) days of employment.
- Applicant will be subject to a local/Tribal, State and Federal background check.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Houseparent under the supervision of the Shelter Care Program Manager or LPN, the Houseparent performs a variety of duties such as monitoring and providing the care of the residents. Monitor vitals and assure that the residents receive proper meals on a regular basis. The Houseparent must be mature and use wise judgment. Receive verbal reports from previous shift and check daily logbooks for instructions on the residents' condition. May check residents' room for food and give medication as prescribed under LPN's supervision. Take temperature, pulse, blood pressure and other vital signs as prescribed. Report any abnormal vital signs to LPN. Assist residents in bath/shower and change linen on bath or shower days or when necessary. Make beds and perform light housekeeping. The Houseparent may escort residents to hospital clinic (San Carlos, Phoenix or Tucson) or on field trips. Attend in-service trainings and staff meetings. Keep track of supplies, request for supplies, report incidents and personal hygiene. Assist residents in recreational activities. The Houseparent will cook and serve meals and snacks; cook and clean the kitchen and dining area after meal and perform any other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of training from an accredited college that led to a certification/degree in Nursing Assistant or closely related field. **NOTE: Applicant must submit a copy of all college certification to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience working in a nursing home or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

Physical Requirement: Must be in good physical condition to assist residents as necessary and be able lift and/or move at least fifty (50) pounds or more.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of counseling practices and procedures.
2. Ability to relate effectively with the elderly.
3. Ability to learn the duties of the position.
4. Ability to read and write.
5. Ability to attend training related to the position.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCE OFFICE CLEARANCE:

/s/Deidre Antonio
Human Resources Specialist

October 19, 2017
Date