

VACANCY ANNOUNCEMENT

POSITION: Houseparent, Part-time and On-Call

LOCATION: Emergency Youth Shelter, Concho, Oklahoma

ISSUE DATE: Continuous **CLOSING DATE:** Continuous

STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Youth Shelter Coordinator and the Youth Shelter Director, the Houseparent Part-Time, is responsible for the supervision, care and guidance of the children and youth residing in the shelter facility.

- Provide instruction, guidance and nurture to individual children in terms of the shelters need for health, sanitation, safety and security.
- Assist with laundry and routine cleaning of facility and to supervise children in the performance of their routine personal and residential chores.
- Assist in recreational activities.
- Transport children to and from required appointments and different tribal, federal and state agencies if necessary.
- Required to keep a daily log of the activities and report any out of the ordinary occurrences.
- Required to prepare meals and snacks in accordance with approved menus.
- Recommends variations and improvements based on daily and periodic observations of the resident children.

QUALIFICATIONS:

- High School Diploma or GED, with preference given to post secondary training in the following related fields: Child Development, Nutrition, Culinary Arts, and Psychology.
- One year's experience working in situations related to children.
- Must be able and willing to work alternating shifts on weekends, nights and holidays.
- Must retain a valid Oklahoma Driver's License and have a clean driving record.
- Must pass criminal record check.
- Must have a telephone or cell phone at place of residence.
- Three (3) current letters of reference required.
- Current TB skin test or chest x-ray and pass complete physical examination.

SALARY: Negotiable

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diplomas, Certifications, Driver's License and CDIB to:

*Cheyenne-Arapaho Tribes
Personnel Department
P. O. BOX 38
Concho, Ok 73022*

Or E-mail **Personnel**