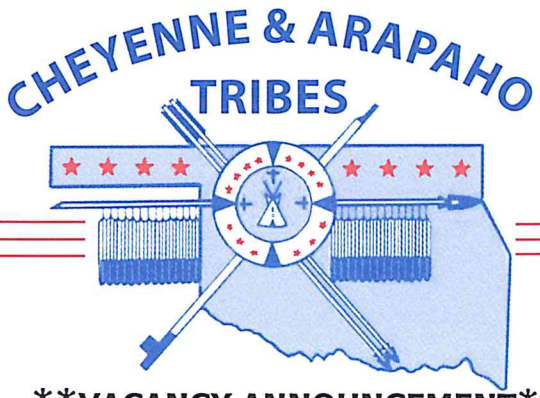
PERSONNEL



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

****VACANCY ANNOUNCEMENT****

POSITION: Houseparent **Part-time and On-Call**
DEPARTMENT: Emergency Youth Shelter
LOCATION: Concho
ISSUE DATE: November 29, 2016 Until Filled

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, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org