UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Riverside Indian School
101 Riverside Drive
Anadarko, OK 73005

VACANCY ANNOUNCEMENT
Applicant Supply File

POSITION TITLE & GRADE: Home Living Assistant, CY-1702-01/01-21

POSITION INFORMATION: Positions listed above are the only positions for which this office will be accepting applications for the Applicant Supply Vacancy. Positions listed above may be filled by Emergency, Temporary, Short-Term and School-Year Contract basis. Applicant Supply File (ASF) serves as a resource base from which qualified potential job candidates may be referred when vacancies occur. Positions not covered under the ASF listing will be advertised as vacancies occur.

SALARY RANGE: $11.88- $19.50 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: **Department of Interior, Indian Affairs, Bureau of Indian Education, Oklahoma Area Education Office, Riverside Indian School, Anadarko, Oklahoma**

ANNOUNCEMENT NUMBER: **RIS-11-002** **ISSUING DATE:** **07-01-11**
CLOSING DATE: **07-01-12**

CONSIDERATION AREA: Bureau Wide

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.

For VERIFICATION of our receipt of your application-resume, please contact:
Amy Sahmaunt or Amanda Sanders at (405) 247-6670, Ext. 224 or 287.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstateable) in the absence of qualified Indian Preference eligible.
EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.
REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

STATEMENT OF DUTIES:

The Home Living Assistant may work under the general supervision of the Dormitory Manager in an assigned dormitory. He/She will perform child care, juvenile or young adult related duties in a dormitory environment which assures the functioning of a well-balanced home living program for students who reside in a Bureau of Indian Affairs dormitory on a 24 hour basis (5 day and/or 7 day basis). The duties of the Home Living Assistant will combine the functions of practical instruction and guidance of students during out of school hours, e.g., personal hygiene, care of clothing, grooming, good manners, handling of money, conduct, adjustment, respect of property and housekeeping. Home Living Assistants may prepare teaching aids and present formal lessons under the direction of the Home Living Specialist. Additionally, they are responsible for the security and safety of a

dormitory during night hours. The work typically include providing home living experiences, administering medication and home nursing care and insuring appropriate medical and law enforcement services, or other emergency services as needed.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Education Position Category.

Education: Completed at least 32 semester or 48 quarter hours of study in applicable discipline from an accredited institution of higher education.

A valid state driver's license is required and must be maintained as a condition of employment; failure to do so may result in removal from the position.

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for three full consecutive contract appointments **or**
- Subject to probationary period for 18 calendar months, which maybe extended
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND WILL NOT accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

HOW TO APPLY: It is to your advantage to read the 'HOW TO APPLY' section of the OF-612, Application for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application **(preferably in the following order and list only which statement applies to advertised position)**

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats MUST CONTAIN: Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date, available at http://www.opm.gov/forms/html/of.asp.
2. Copy of College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. Form BIA 3100, Employee Performance Appraisal Plan, current or former Federal employees.
4. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at http://www.usa-federal-forms.com/gsa-gsa.html **(USE NONFILLABLE PDF VERSION)**.
8. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.

SCHOOL MAILING ADDRESS:
Bureau of Indian Education
Riverside Indian School
101 Riverside Drive
Anadarko, OK 73005

FOR ADDITIONAL INFORMATION:
CONTACT: Amanda Sanders TELEPHONE: (405) 247-6670, Ext. 287

Applicant Screening Questionnaire
Indian Children Protection Requirements

Name: _____ Social Security Number: _____
(please print)

Job Title: Home Living Assistant Announcement No: RIS-11-002

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

☐ Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

☐ No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

☐ Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

☐ No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

_____
Applicant's Signature Date