



United States Department of the Interior
BUREAU OF INDIAN EDUCATION
Ojibwa Indian School
P.O. Box 600
Belcourt, North Dakota 58316
Phone: (701) 477-3108 – Fax (701) 477-6039



VACANCY ANNOUNCEMENT

RE-ADVERTISEMENT – APPLICANTS WHO PREVIOUSLY APPLIED FOR THIS POSITION DO NOT NEED TO RE-APPLY

<u>POSITION TITLE & GRADE:</u>	Social Worker – CY-0185-03 – 04 (1 Position)
<u>POSITION INFORMATION:</u>	School Year Contract (Full-Time Seasonal)
<u>SALARY RANGE:</u>	Level 3: \$20.15 to \$35.28 per hour Level 4: \$27.14 to \$35.28 per hour (BIE Education Pay Schedule based on education & experience)
<u>LOCATION:</u>	Department of the Interior, Bureau of Indian Education (BIE), Associate Deputy Director, Bureau-Operated Schools – Ojibwa Indian School, Belcourt, North Dakota 58316

<u>ANNOUNCEMENT NUMBER:</u>	BIE-OIS-1723
<u>ISSUING DATE:</u>	09/04/2019
<u>CLOSING DATE:</u>	09/13/2019
<u>CONSIDERATION AREA:</u>	All US Citizens

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

STATEMENT OF DUTIES:

The School Social Worker will perform social work as related to the education of students to be served by the Ojibwa Indian School, grades Kindergarten thru eight. The social worker will contact parents as needed to promote physical, social and psychological well-being of the students. The school social worker will provide and/or arrange family counseling and other agency support services as the situation requires and as needed to promote student emotional stability. He/She will act as a liaison between the school, the student's family and other servicing agencies to promote an understanding of school policies and relationships and how the two can work together to educate the student involved. The school social worker will be responsible for filing SCANS when needed. The school social worker will provide 504 services and be expected to be involved in various school wide improvement activities and committees.

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.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, 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.

SUMMARY OF QUALIFICATIONS REQUIRED: Refer to BIE Education Position Classifications and Qualifications Handbook for additional qualification requirements and substitutions for education. You can find this information at the following link: <https://www.bie.edu/HR/Resources/Benefits/class/index.htm>
Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level: 03
Education: Appropriate State Certification OR Bachelor's Degree in Social Work
0 Experience

Pay Level: 04
Education: Appropriate State Certification OR Bachelor's Degree in Social Work
Experience: 1 Year

***Appropriate State Certification or a Bachelor's Degree in social work, whichever is higher. Emergency and provisional certificates may be accepted under the condition they are issued by State certification authority. Master's Degree will be in social work or a related area. The qualifying experience required for levels above 03 level will have been in the area of social work.**

BASIS OF RATING: Once the announcement has closed, 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 their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough information in a neat and orderly fashion

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 equivalent to two (2) academic semesters; which may be extended.
- Pre-Employment Physical Examination will be required for all new hires.
- 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 MAY BE available
 - Relocation expenses WILL NOT be paid
1. **HOW TO APPLY:** *Applicants must file a resume. Resume MUST CONTAIN: Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of three (3) former employers (must be in the last 5 years) 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.
 2. College Transcript is required for verification/documentation of completion of 48 hours of college credit. (If selected, applicant must provide Official College Transcripts).
 3. 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.
 4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal Employees.
 5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <https://www.gsa.gov/portal/forms/download/117026>
 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. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process

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 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 accept faxed application packages. 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.

Applicants can either mail in their applications or fax in their applications:

SCHOOL MAILING ADDRESS:

**BIE Ojibwa Indian School
P.O. Box 600
9620 42nd Avenue NE
Belcourt, ND 58316**

FAX APPLICATION TO: (701) 477-6039

FOR ADDITIONAL INFORMATION:

CONTACT: Cory J. Keplin, Ojibwa Principal

TELEPHONE: (701) 477-3108 Ext 250

Applications and all accompanying documents must be received or postmarked by 4PM, July 26, 2019 on the closing date of the announcement.

**For VERIFICATION of our receipt of your application/resume contact Elizabeth Allard (701) 477-3108
Ext 107.**

**APPLICANT SCREENING QUESTIONNAIRE
Indian Children Protection Requirements**

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

Job Title: School Social Worker Announcement Number: BIE-OIS-1723

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 Personnel Security and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature Date