



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Crownpoint Community School

P.O. Box 178

Crownpoint, New Mexico 87313

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Homeliving Assistant
CY-1702, Level 1 (1 Position) **(Male Applicants Only)**

POSITION INFORMATION: School Year Contract

SALARY RANGE: \$12.94 to \$21.24 per hour
(BIE Education Pay Schedule is based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education (BIE), Crownpoint Community School, Crownpoint, NM

ANNOUNCEMENT NUMBER: D34N23-20-200 **ISSUING DATE:** 09/04/2019

CONSIDERATION AREA: Bureau Wide **CLOSING DATE:** 09/25/2019

Applications and all accompanying documents must be received by close of business (4:30 p.m. MST) on the closing date of the announcement.

MALE APPLICANTS ONLY: This position is subject to Male applicants only.

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). 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.

DESCRIPTION OF WORK: Homeliving Assistant, boy's dorm side, is responsible for full range of assistant work associated with residential life of boarding students and is responsible for the welfare of students in the assigned unit as well as student health, welfare and security during the night hours. The Dormitory Manager assigns work by defining objectives, work schedules and priorities, and provide guidance on difficult or new assignments. Tour of duty is expected to be completed in accordance with standards operating procedures, accepted student residential life practices, policies and procedures. Performance is evaluated in terms of completed work and technical soundness, consistency, and compliance with BIE Residential Life policies and requirements.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 01 – Completed at least 32 semester or 48 quarter hours of study in applicable discipline from an accredited institution of higher education.

Applicable academic disciplines includes fields related to working with children, such as a child development, education, behavioral sciences and cultural studies.

Qualifying experience should be in same line of work or similar job involving working with school children.

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 judgement of qualification will be based on materials submitted, therefore, it is the applicants advantage to give complete thorough and complete information in a neat and orderly fashion.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.

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 equivalent to two (2) academic semesters, which may be 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 may or may not be available.
- Relocation Expenses WILL NOT be paid.

NOTE: 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. Applicant's qualifications will be evaluated solely on the information submitted by them in

their applications. Applications will not be considered if required documentation is not provided. 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: Applicants must file a resume. The resume must include 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 to ensure optimum consideration.

The following forms listed with an * **must be submitted** in order to be considered for the position.

1. *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 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 (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. *OF-306 Declaration of Federal Employment (form available on www.opm.gov).
5. *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).
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. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.

You may fax your application to 505-786-6163, or you can mail your application to:

MAILING ADDRESS:

Crownpoint Community School
Attention: Human Resources
P.O. Box 178
Crownpoint, NM 87313

PHYSICAL ADDRESS (for FedEx, etc.):

Crownpoint Community School
Attention: Human Resources Office
Hwy 371, Navajo Rt 9, Bldg 1771
Crownpoint, New Mexico 87313

For information regarding this position, call: Derryl Long at 505-786-6159

To verify receipt of your application/resume, call: Derryl Long, 505-786-6159

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Homeliving Assistant Announcement No: D34N23-20-200

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 Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant’s Signature

Date