

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
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San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-030	October 17, 2022	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Family In Needs of Services Coordinator Prosecutor's Office	\$45,000.00 Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full-Time position. (non-exempt) (Grant funded position; continued employment dependent on grant)
- Applicant must have a valid driver's license with access to an insured vehicle to be used while on duty. *Applicant must be required to show proof of liability insurance upon hire.*
- Work schedule: Applicant must be able to work evenings and on weekends on rotation basis.
- Applicant will be subject to and pass a local/Tribal, State and Federal background check. *Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment,*
- Applicant must have never been convicted of a felony and no convictions of a misdemeanor one year prior to hire and will be subject to a background check. *Note: Applicant must meet the requirement by completing Item No. 15, on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Family In Need of Services (FINS) Coordinator, under the supervision of the Chief Prosecutor, the FINS Coordinator will be responsible to create a multidisciplinary team to address truancy issues and implement the family in need of services process as outlined in the Revised Truancy Code. Will lead the Intervention Team to fight school truancy, will develop attendance plan eligibility criteria, identify primary cause of truancy, and identify and coordinate appropriate services if available for the child and family to help remedy the causes of truancy. Shall monitor the progress and compliance with the attendance plan and where compliance is not obtained, will prepare the prosecution for filing of criminal charges by the assigned prosecutor.

The FINS Coordinator will collect and analyze data/findings for summary reports, maintain case records, perform grant reporting if assigned and will implement the grant. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a full-4-year course of study in accredited college or university that led to a bachelor's or higher degree that included a major field of study in Criminal Justice, Education, Social Work or a closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had three (3) years of specialized experience. Specialized experience is experience working in a juvenile justice, law enforcement, education, social work or a combination of education and training in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the San Carlos Law and Order Code, to include Criminal Code, rules of Criminal Procedures, Juvenile Code, Child and Family Code, and Revised Truancy Code.
2. Knowledge of criminal law, juvenile law, the San Carlos Constitution and by-laws, codes and ordinances, rules, precedents, and relationships affecting jurisdiction on criminal court cases.
3. Knowledge of federal law and the Indian Civil Rights Act and all its provision, and a full understanding of due process.
4. Knowledge of court documents such as warrants, subpoenas, and other related legal documents.
5. Ability to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country.
6. Ability to coordinate case investigation, preparation, and courtroom presentation and argument before the court.
7. Ability to prepare reports both orally and in writing and create legal documents and to utilize basic computer data-processing programs and procedures.
8. Ability to recognize and effectively handle highly emotional, sensitive, and complex people and issues relating to offenders and matters before the court.
9. Ability to make difficult prosecutorial decisions, without bias or undue influence, to ensure that justice is served.
10. Ability to understand, learn about, and appreciates the significant cultural uniqueness of the San Carlos Apache Tribe and its people and applies that knowledge to the representation of the Tribal Court
11. Ability to maintain professionalism and a strict standard of confidentiality.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

