SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 Fax (928) 475-2296



Terry Rambler

Tribal Chairman

Tao Etpison

Tribal Vice-Chairman

**JOB VACANCY**

|  |  |  |
| --- | --- | --- |
| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-090 | January 30, 2023 | Open Until Filled |

|  |  |
| --- | --- |
| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Literacy Assistant**Education Department | DOE |
| 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.
* Work Schedule: Applicant may have to work after hours, evenings, and weekends as needed to fulfill program needs.
* Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual’s suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this 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 Literacy Assistant, under the supervision of the ARP-AIRE Project Director and the general oversight of the Executive Director, the Literacy Assistantwill provide direction and support for the successful implementation of the Literacy Program. The Literacy Assistant will be responsible to develop, create, and implement the Literacy Program. Shall work with other Tribal Departments to promote awareness of the programs. Create literacy plans that will target not only the youth but the parents as well to ensure that the program reaches every Tribal Member and to encourage participation in the programs provided. Promote programs at local schools or events by setting up booths as informational outlets for the participants. Work with co-workers to brainstorm and plan events to promote the ARP-AIRE program. This position will require travel throughout the work week to different locations on the San Carlos reservation in a mobile library van to conduct programs for Tribal Members. Submit monthly reports summarizing projects activities and outcomes. Meet regularly with project evaluator and support the completion of evaluation reports to include the Annual Performance Report and Bi-Annual reports. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Education 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 in literacy in a classroom setting 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 literacy principles.
2. Knowledge of and understanding of literacy programs.
3. Knowledge of the community and needs of the target students.
4. Ability to understand the best practices in the education of Native American youth.
5. Ability to work with diverse groups and broker cooperative efforts.
6. Ability to communicate effectively with clients, staff and others.
7. Ability to communicate effectively both orally and in writing.
8. Ability to develop and monitor program budgets.
9. Ability to plan, organize and prepare required reports.
10. 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.

* VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
* EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

 ***/s/Timecah Cosen January 30, 2023***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Human Resources Assistant |  | Date |  |