



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: On-Call House Coordinator (2 positions)
SALARY: \$23,171.20 annually, less one-step during probation.
REPORTS TO: Family Preservation Specialist
LOCATION: Serenity House, Inchelium, Washington

BASIC FUNCTIONS: Under supervision, incumbent will monitor, instruct, assess and supervise clients, intervene and track by creating and maintaining current confidential files for each client served. These documents would include, but not limited to: intake, referral, summary of initial assessment, independent living plans developed with the client, and case notes that reflect client contacts, activities, accomplishments and progress. Incumbent will manage, operate and maintain workflow functions of the house, which will include keeping a daily log, answer phones, turning in time and attendance timely, light building maintenance and monitor clients in their behavior. This position is a required mandated reporter on child abuse.

MINIMUM QUALIFICATIONS (Education and Training):

- Associate of Arts degree with an emphasis towards early childhood, psychology or social work and twenty four months experience working with children and families preferred; **OR**
- High School Diploma or GED; **AND**
- Forty-eight months of experience in early childhood and/or working closely with children and their families within an education system.
- Demonstrated completion of training in Parenting Skills (minimum 10 hours).
- Must be at least 21 years old to apply.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Must have demonstrated ability to accomplish assignments with minimal supervision.
- Must demonstrate previous work experience with STRICT confidential information.
- Must demonstrate ability to speak in public and present to various audiences effectively.
- Must have demonstrated knowledge of reservation lifestyles as related to child development/rearing practices, family dynamics and community social issues.
- Must be able to establish and maintain effective and professional working relations with co-workers, parents, families, communities, supporting resources, schools, court and other local agencies.
- Ability to handle conflicts, complaints or problems professionally.
- Must have working knowledge of computer and software, office equipment and general office procedures and file documentation and maintenance.
- Demonstrated experience in teaching clients Independent Living Skills, resume/job readiness, daily living skills, cooking, house cleaning, laundry, budget and interpersonal skills.
- Demonstrated experience in responding to suicide and other health and safety concerns.
- Demonstrated experience monitoring residents, providing intervention, charting and logging.
- Demonstrated ability to work with high-risk babies.

SPECIAL REQUIREMENTS:

- Must be able to pass a Criminal Background Inquiry and maintain throughout employment.
- Must be able to obtain CPR and First Aide certification within 30-days of employment.
- Must have four hours HIV/AIDS training or ability to obtain within 30-days of employment.
- Must have a current TB test or x-ray or be able to obtain within 30-days of employment.
- Must have a food handlers card or able to obtain within 30-days of employment.
- Declare no misuse of alcohol or drugs for 3 years prior to this application and maintain throughout employment.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post accident and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open until filled.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
509-634-2846
janelle.bearcub@colvilletribes.com

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