

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
#23-059	December 7, 2022	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Mental Health & Education Technician Wellness Center	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 Part-Time positions. (Exempt) (Not to exceed 25 hours per week)
- Applicant must have a valid driver's license or obtain upon employment.
- Applicant must be able to obtain a First Aid/CPR certificate within ninety (90) days of employment.
- Applicant must be able to submit a thirty-nine (39) month Motor Vehicle Report upon hire.
- Work schedule: Applicant shall be required to work on weekends, overnight and some holidays as needed. Must be able to work during overnight week-long camps during the summer months.
- Applicant must not have been convicted of any alcohol or drug abuse in the past two years.
- 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 Mental Health & Education Technician under the direct supervision of the Lead Behavioral Health Technician or designee, the Mental Health & Education Technician will assist clients by participating in behavioral health. Shall assist children with the following: behavioral problems in completing classroom work, mentor youth in breakfast and lunch clubs, teach prevention/group therapy curriculums, organize and run challenge course activities, etc. The Mental Health & Education Technician shall assist in planning and executing activities for youth and their families, to include but not limited to field trips and/or recreational activities. Assist clinical staff and Behavioral Health Technician (BHTs) in providing process groups, and provide case management duties for youth. Shall learn and execute therapeutic processes which includes proper documentation and implementation under supervision, according to department guidelines. Shall submit all documentation to clinical staff in a timely manner. Shall be responsible for children safety, providing guidance in outdoor recreation activities. Shall participate in community service projects with the youth. Must be reliable and able to communicate effectively with peers and supervisors. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in working with youth in a recreation setting or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

Physical Requirement: Must be in good physical condition to be able to lift up to fifty (50) pounds and hike various terrain. Applicant shall be required to work in a high energy environment with children.

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 established Wellness Center, San Carlos Apache Tribe, and other applicable policies and procedures.
2. Knowledge of computer programs and its applications in report writing and data log keeping.
3. Knowledge of the organizational policies and applicable laws.
4. Knowledge of running challenge courses and other experiential learning activities.
5. Knowledge of confidentiality such as HIPAA, 42 CFR Part 2.
6. Ability to communicate effectively with supervisors, clients, staff and others.
7. Ability to manage difficult or emotional situations with clients, stay calm in crisis situations and show good judgment.
8. Ability to maintain professionalism and a strict standard of confidentiality.
9. Ability to work well with others in a team setting.
10. Ability to maintain professionalism and a strict standard of confidentiality under HIPAA regulations.

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 Indian 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.
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HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resource Assistant

December 7, 2022
Date