**VACANCY ANNOUNCEMENT**

POSITION:  Houseparent On-Call  
DEPARTMENT:  Emergency Youth Shelter  
LOCATION:  Concho  
ISSUE DATE:  November 27, 2018  Continuous

STATEMENT OF RESPONSIBILITIES:
Under the direct supervision of the Youth Shelter Coordinator, the Houseparent, is responsible for the supervision, care and guidance of the children and youth residing in the shelter facility.

- Provide instruction, guidance and nurturance to individual children in terms of the shelters need for health, sanitation, safety and security.
- Assist with laundry and routine cleaning of facility and to supervise children in the performance of their routine personal and residential chores.
- Assist in recreational activities.
- Transport children to and from required appointments and different tribal, federal and state agencies if necessary.
- Required to keep a daily log of the activities and report any out of the ordinary occurrences.
- Required to prepare meals and snacks in accordance with approved menus.
- Recommends variations and improvements based on daily and periodic observations of the resident children.

QUALIFICATIONS:
- High School Diploma or GED, with preference given to post secondary training in the following related fields: Child Development, Nutrition, Culinary Arts, and Psychology.
- One year’s experience working in situations related to children.
- Must be able and willing to work alternating shifts on weekends, nights and holidays.
- Must retain a valid Oklahoma Driver’s License and have a clean driving record.
- Must pass criminal record check.
- Must have a telephone or cell phone at place of residence.
• Three (3) current letters of reference required.
• Current TB skin test or chest x-ray and pass complete physical examination.

**Salary:** Negotiable, depending on qualifications and experience.

**Application Procedure:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@c-a-tribes.org  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498  

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