***Vacancy Announcement***

**POSITION:** On-Call Facility Attendant II  
**PROGRAM:** Substance Abuse  
**LOCATION:** George Hawkins Memorial Treatment Center, Clinton, OK  
**ISSUE DATE:** October 9, 2019 **UNTIL FILLED**

**Duties and Responsibilities**  
On-Call Facility Attendant is under the direct supervision of the Program Director. Responsibilities include house attendant duties for resident clients of the Treatment Center during the absence of a regular attendant—usually during the hours of 12:00AM to 8:00AM on Saturday and Sunday mornings and 4:00 PM to 12:00 AM on Thursday, but often includes holidays and regular shift days off.

Basic duties include the same as regular attendants. The variety of duties includes keeping an accurate log of the events that occur during the shift; answering the telephone and logging the calls, and making referrals. In emergency the attendant must contact the Director, then the Counselor, and/or the police. When necessary he or she must arrange transportation for the client to the place of medical treatment. The incumbent must function as a fully trained professional with minimal supervision and direction. The facility attendant will inspect the building and grounds each hour of the shift. He or she must be consistently available evenings and weekends and he must be available for other shifts including other weekend duty. He or she must willingly accept advice and suggestions from the employee that is being relieved from the prior shift.

**Qualifications**
- Must have high school diploma or GED certification.
- Must have maintained at least one year of sobriety.
- Must have a telephone, a driver's license and reliable transportation.
- Must be able to work flexible hours including holidays.
- Must be able to pass a physical exam with TB test.
- Random UA required.
- Cheyenne & Arapaho Preference.
**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@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarpaho-nsn.gov](http://www.cheyenneandarpaho-nsn.gov)