***Vacancy Announcement***

POSITION: On-Call Facility Attendant I  
LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK  
DEPARTMENT: Substance Abuse Program  
ISSUE DATE: November 19, 2019  
CLOSING DATE: 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 4:00 PM to 12:00 AM on Wednesday, and 9am to 5pm on Saturdays and Sundays, but often includes holidays and regular shift days off due to on call status. Guaranteed a minimum of 24 hours a week but may work up to 40 due to on call status.

Basic duties include checking on client welfare and providing for client needs. 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 security and if necessary 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 check on clients, inspect the building and grounds each hour of the nightshifts. He or she must be consistently available evenings and weekends and he must be available for other shifts such as holidays. 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