**VACANCY ANNOUNCEMENT**

POSITION: Houseparent On-Call  
DEPARTMENT: Emergency Youth Shelter  
LOCATION: Concho  
ISSUE DATE: June 21, 2021  
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@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.cheyenneandarapaho-nsn.gov