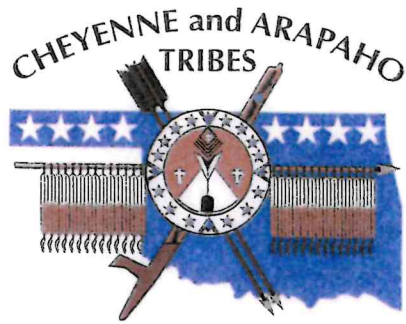


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

Vacancy Announcement

POSITION: Attendant III (Full Time)
LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK
DEPARTMENT: Substance Abuse Program – Dept. of Social Services
ISSUE DATE: May 2, 2022 **CLOSING DATE:** Open Until Filled

DESCRIPTION OF DUTIES

- Attendant is under the supervision of the Lead Attendant
- Will work the shifts of evening, graveyard, weekends, and/or holidays
- Must have a flexible schedule and be willing to fill a shift when needed.
- In the event we have no residents, work hours will be the standard business hours of the Tribes
- Must demonstrate the ability to understand and react effectively to the unique needs of multiple clients.
- Must have the ability to function effectively in cross-cultural situations along with the ability to understand warmth, empathy, and genuineness with others.
- Instruct, supervise, and assist clients with daily living activities through a scheduled routine during the evening and/or weekends.
- Typical duties and responsibilities can include: Listening to any concerns or issues residents may have and communicating these to counselors or administration.
- Will address any concerns clients may have with other residents and acting as a moderator to solve any problems.
- Must have impeccable customer service, be kind, and have clear boundaries when faced with moral dilemmas, patients who are upset or in crisis.
- Must have strong ethics and work standards.
- Must be continually updated on program rules and guidelines to ensure clients are following them at all times.
- Must demonstrate organizational and time management skills with the ability to handle multiple tasks simultaneously.
- Must complete required record keeping, data collection, and documentation during the course of the shift.
- Will monitor approved prescription medications.

- Will transport clients to and from events/appointments when needed.
- Must attend program staff meetings and in-service training sessions.
- Shall be required to respect the confidentiality of information about the current and previous clients that have entered program, along with personnel issues, and other program operations as appropriate.
- Must be able to communicate effectively verbally and in writing and must have the ability to work positively with residents and work cooperatively as a team member.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED Certification
- Must possess a valid Oklahoma State Driver's License and have dependable transportation
- Must be able to provide a Motor Vehicle Report and be insurable with the Tribes
- Must pass and OSBI Background Investigation
- Must be able to pass alcohol and drug testing
- Must be drug and alcohol free for a minimum of ONE year
- Tribal Preference: Cheyenne and Arapaho Tribes

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