

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

RE-ADVERTISEMENT

Applicants who previously applied need not reapply unless they wish to update their applications.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-166	October 5, 2023	October 19, 2023
POSITION TITLE AND DEPARTMENT	SALARY	
Driver Wellness Center	\$13.00 - \$15.00 Per Hour	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).**
- Regular Full-Time position. (non-exempt)
- Applicant must be a minimum of twenty-one (21) years of age.
- Applicant must have a valid driver's license. Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will subject to a five (5) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Driver under the direct supervision of the Transportation Coordinator and the general oversight of the Executive Director, the Driver shall transport clients of the Wellness Center and staff to and from other facilities as assigned. The Driver ensures the safe transportation of clients who have a wide variety of psychological and physical challenges some of whom may be violent. Places the wellbeing of the client at high priority but not above their own personal safety or of that of other clients. Maintains and protects confidentiality of all Wellness Center clients. The Driver maintains the Wellness Center assigned government vehicles and makes sure the vehicles are washed, swept, and dusted, vacuumed and cleaned. Follows routine maintenance service schedule set by the manufacturer and the Tribal Office to keep the Wellness Center vehicles in good and safe working condition. Pays attention to detail, identifies and resolves problems in a timely manner, communicates changes and progress of the transportation section supervisor, responds

to request for service and assistance, listens and gets clarification. The Driver shall promote a harassment free environment, treat people with respect, and work with integrity and ethically, follow all policies and procedures, use time efficiently, and complete work in timely manner. Observes safety and security procedures, and reports and corrects potentially unsafe mechanical conditions, uses equipment and materials according to instructions. Is consistently at work and on time. The Driver will need to deal with frequent change, delays or unexpected work. Ensures work responsibilities are covered when absent, follows instructions, takes responsibility for own actions and completes tasks on time or notifies appropriate person with alternate plan. Long distance transportation of clients to in an out of state placement options. May be required to transport overnight. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:**Basic Requirements:**

High School Graduate or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in motor vehicle operating, working with individuals with developmentally delays of the Seriously Mental Illness, or a job-related field. ***Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".***

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the operations and features of assigned vehicle(s).
2. Knowledge of the social, education and economic conditions of the San Carlos reservation community.
3. Knowledge of customer service/public relations practices and procedures.
4. Ability to drive a multi-passenger vehicle safely and appropriately.
5. Ability to read and interpret road signs in English.
6. Ability to work well with people of all ages and mental abilities.
7. Ability to maintain strict standard of confidentiality and a high level of ethics.
8. Ability to exhibit sound and accurate judgment, and include appropriate people in decision making process.
9. Ability to manage and complete demands and change approach or method to best fit the situation.
10. Ability to provide service to customers in a friendly and professional manner.
11. Ability to communicate both orally and in writing.
12. Ability to speak and understand English and Apache.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resource Assistant

October 5, 2023
Date