



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Flandreau Indian School
1132 N. Crescent St.
Flandreau, South Dakota 57028

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE:	Home Living Assistant, CY-1702-01 (4)
POSITION INFORMATION:	School Year (Full-Time Seasonal)
SALARY RANGE:	\$13.24 TO \$21.75 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of the Interior, Bureau of Indian Education, Pine Ridge Education Resource Center-Bureau Operated Schools, Flandreau Indian School, Flandreau, South Dakota
ANNOUNCEMENT NUMBER:	2020-FIS-10
ISSUING DATE:	09/08/2020
CLOSING DATE:	11/06/2020

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

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STATEMENT OF DUTIES:

The Home Living Assistant may work under the general supervision of the Residential Life Manager in an assigned dormitory. Incumbent performs childcare, juvenile or young adult related duties in a dormitory environment, which assures the functioning of a well-balanced home living program for students who reside in a Bureau of Indian Education dormitory on a 24 hour basis 7 days a week. The duties of the Home Living Assistant combines the functions of practical instruction and guidance of students during out of school hours, e.g., personal hygiene, care of clothing, grooming, good manners, handling of money, conduct, adjustments, respect of property and housekeeping. Home Living Assistants may prepare teaching aids and present formal lessons under the direction of the Home Living Specialist. Additionally, they are responsible for the security and safety of a dormitory during night hours. The work typically includes providing home living experiences, administering medications and home nursing care and assuring appropriate medical and law enforcement services, or other emergency services, as needed.

INDIAN PREFERENCE POLICY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:

Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level 01
Education Completed at least 32 semester or 48 quarter hours of study in applicable discipline from an accredited institution or higher education.
Experience none

Applicable academic discipline includes fields related to working with children, such as child development, education, behavioral sciences and cultural studies.

For pay purposes, experience should be in the same line of work or similar job involving working with school children.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite. Position involve work transporting students or conducting other assigned official business throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment: failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that

this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
- A pre-employment physical examination will be required.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. You **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record for full consideration. Incumbent must possess a valid state driver's license.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing is **NOT** available.
- Relocation expenses **WILL NOT** be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to **submit all required documentation** in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

HOW TO APPLY: To apply for this position, submit a complete Application Package which includes:

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
 - a. Vacancy Announcement Number
 - b. Job Title
 - c. Duties and Accomplishments
 - d. Employer's name and address
 - e. Supervisors name and phone number
 - f. Starting and ending date (month and year)
 - g. Hours per week

- h. Salary
- i. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.
2. Copy of Official College Transcript can be accepted for verification/documentation. (If selected, applicant **must provide Official College Transcripts.**) **(REQUIRED)**
3. Copy of Valid State Driver's License **(REQUIRED)**
4. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process. **(REQUIRED)**

Other supporting documents:

1. Form BIA 4432, Verification of Indian Preference for employment, **is required** for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf **(will be required upon selection)**
3. Indian Child Protection Requirement Form, must contain original signature and date **(will be required upon selection)**. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. (2019 version)
<https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf>
4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant **must provide Official College Transcripts for final verification and pay setting.**)
5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.
6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.
7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents **must be received by** the close of business (4:30 pm CST) on the closing date of the announcement.

SCHOOL MAILING ADDRESS: Flandreau Indian School
1132 N. Crescent St.
Flandreau, SD 57028

FAX SIGNED AND DATED APPLICATIONS TO: (605) 997-2601

FOR INFORMATION CONTACT: Shawn Dahmen, Business Technician/Personnel
PHONE NUMBER: (605) 997-3773 ext. 2142

For VERIFICATION of our receipt of your application-resume, please contact:
Shawn Dahmen; Business Technician/Personnel (605) 997-3773 ext. 2142