

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-2361 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

| VACANCY ANNOUNCEMENT NO. | OPENING DATE | CLOSING DATE |
|--|---------------------------|-------------------|
| #20-033 | November 6, 2019 | Open Until Filled |
| POSITION TITLE AND DEPARTMENT | SALARY | |
| Recreation/Health Initiatives Coordinator San Carlos Apache College | \$40,000.00 Per Annum. | |

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:

- Regular Full Time position. (Non-Exempt) (Grant funded position; Continued employment dependent on contract/grant)
- Applicant must submit a cover letter, resume, two (2) letter of recommendation, and copies of college transcripts for full consideration. **NOTE: Applicant must submit a copy with application.**
- Work schedule: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check. **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 Recreation and Health Initiatives Coordinator, under the director of the Vice President of Academic Affairs, the Recreation and Health Initiatives Coordinator shall design and offer co-curricular modules related to Apache culture, health, nutrition, and physical activity to promote the well-being of SCAC students. Shall employ culturally centered approaches to the holistic health and well-being of the SCAC community. Shall offer modules in the fall, spring and summer semesters on a rotating basis. The Recreation/Health Initiatives Coordinator shall plan, coordinate, and oversee intramural sports and recreation activities for the college. Shall serve as a coach for the annual AIHEC student competitions. Attend and report back on community events related to health and wellness to find resources and opportunities for SCAC students and staff. The Recreation/Health Initiatives Coordinator shall serve as the point of communication with outside entities concerning recreation and health initiatives, some of which must be centered on Apache traditions for ensuring "wellness." Design an internal and external plan to market activities. Shall create, recruit for, and oversee a SCAC wellness committee; create plans for future college athletics programs; and work closely with community partners to build curriculum. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college leading to an AA degree in Education, Health, Physical Education, Psychology or related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR:

Candidates must have had three (3) years of specialized experience. Specialized experience is experience in physical education, recreation, health sciences instruction or a combination of education and training in a job related field which demonstrates the knowledge, skill and abilities to perform the duties of the position. **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 subject matter related to culturally centered "holistic health and wellness."
2. Knowledge of effective teaching in a tribal college setting.
3. Knowledge of student success strategies in community college settings.
4. Experience working with youth and adults in a culturally relevant teaching setting
5. Ability to design curriculum for future program offerings.
6. Ability to communicate effectively with students, faculty, staff, administration, parents, and tribal elders.
7. Ability to plan, organize and prepare required reports.
8. Ability to maintain professionalism and a strict standard of confidentiality.
9. Ability to multi-task with attention to detail.
10. Ability to create a welcoming and safe environment for all students and other members of the community.
11. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
12. Ability to speak the Apache language fluently.

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 Tribal 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/ Johanna Nosie
Human Resources Specialist

November 6, 2019
Date