



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Home Living Assistant (3 Positions)  
**SALARY:** \$12.74 per hour  
**REPORTS TO:** Dorm Manager  
**LOCATION:** Pascal Sherman Indian School; Omak, Washington

**BASIC FUNCTIONS:** This position is Non-Exempt. This position provides healthy and functional home style role modeling, housekeeping, light meal preparation, chaperoning, and some recreation activities for residential students. This position will insure safe and healthy living for the residents, assisting with academic studies and instruction of basic life skills that will be essential in helping the residents feel empowered, help develop self-esteem, and aid in socialization and reasoning skills while residing on PSIS campus.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- Typically required an Associate's Degree and or has passed WA State PRAXIS Test or State accepted **AND**, have a minimum of 32 Semester or 48 Quarter Credits. College transcripts required.
- Must be at least 21 years of age.

### Knowledge, Skills, and Abilities:

- Required knowledge and experience working with Native American Children and Native Culture.
- Required ability and skill in establishing and maintaining effective working relationships with supervisors and subordinates at all times.
- Required ability to be professional and present self as positive role model at all times.
- Required that you must possess and maintain a valid state driver's license and be eligible for the Tribes insurance.
- Ability to demonstrate an exceptional work ethic and strong attendance.
- Ability to be self-motivated while maintaining a positive attitude even when patience is needed.
- Ability to obtain First Aid/CPR Card within 30 days of employment.
- Ability to obtain a Food Handlers permit within 30 days of employment.
- Ability to successfully clear a Criminal Background Check to include Federal, State and Tribal; maintaining throughout the duration of employment.
- Ability to maintain strict confidentiality,

**Note:** This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post-accident, and reasonable suspicion drug testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**NEW:** Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

**CLOSING DATE:** This position is open till filled. Applications and supporting documents **MUST** be received in the Human Resources Office.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(509) 634-2842 (509) 634-2181  
Fax: (509) 634-2864  
[judy.zunie@colvilletribes.com](mailto:judy.zunie@colvilletribes.com)

**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.**

**J-PSIS**

**HRST**