



**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**BUREAU OF INDIAN EDUCATION**  
Pine Ridge School  
PO Box 1202  
Pine Ridge, SD 57770

**VACANCY ANNOUNCEMENT**

|                           |   |
|---------------------------|---|
| POSITION TITLE AND GRADE: | HOME LIVING ASSISTANT, CY-1702-01   |
| POSITION INFORMATION:     | School Year (Seasonal Full Time)  |
| SALARY RANGE:             | \$13.24 TO \$21.75 per hour (BIE Education Pay Schedule: based on education and experience.)                                    |
| LOCATION:                 | Department of Interior, Bureau of Indian Education, Pine Ridge Education Resource Center-BOS, Pine Ridge School, Pine Ridge, SD |
| ANNOUNCEMENT NUMBER:      | 20-05-PRS   |
| ISSUING DATE:             | 03/02/2020  |
| CLOSING DATE:             | 04/03/2020  |

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.

**JOIN US AS WE INSPIRE THE NEXT GENERATION**

**STATEMENT OF DUTIES:**

The Home Living Assistant normally works 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 (5days and/or 7days basis). 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, adjustment, respect of property and housekeeping. Home Living Assistant may prepare teaching aids and present formal lessons under the direction of the Home Living Specialist. Others may provide one-on-one tutoring of residential students. Additionally, they are responsible for the security and safety of a dormitory during the night hours. The work typically include providing home living experience, administering medication and home nursing care, and insuring appropriate medical and law enforcement services or other emergency services are 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: 32 semester hours or 48 quarter hours from an accredited institution of higher education.

**\*Applicable academic disciplines includes field related to working with children, such as child development, education, behavioral sciences and cultural studies.**

**CONDITIONS OF EMPLOYMENT:**

A Commercial Driver's License (CDL) is an absolute requirement for this position. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from these positions. In accordance with Department of Interior/Indian Affairs' Drug-Free Workplace Program, all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing.

An annual physical examination is required. Incumbent may be required to wear personal protective equipment as necessary.

**PHYSICAL REQUIREMENTS:**

Drivers must be able to lift over 50 pounds and must be in excellent physical condition. Good vision 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. Good hand and foot coordination is required. In addition, applicants must have mental and emotional stability.

Occasionally, incumbent may be required to travel for training purposes or attend meetings 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.
- Negative drug test validation is required.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid state driver's license is required. All applicants **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid state driver's license. (For Bus Drivers Positions Only)
- 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:**

**Applicants must submit a resume.** The following forms listed with an \* must be submitted in order to be considered for the position.

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

2. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. List people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
3. College Transcript is required for verification/documentation ad for pay purposes. (If selected, applicant **must provide Official College Transcripts.**
4. Copy of Valid State Driver's License or Commercial Driver's License.
5. 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.
6. Copy of most recent SF-50, Notification of personnel Action, current or former Federal employees.
7. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. 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>
8. 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.

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 MST) on the closing date of the announcement.

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SCHOOL MAILING ADDRESS: Pine Ridge School  
Attn: Human Resources  
P.O. Box 1202  
Pine Ridge, SD 57770

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FAX SIGNED AND DATED  
APPLICATIONS TO: (605)867-5482

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FOR INFORMATION CONTACT:  
PHONE NUMBER: Home Living Specialist  
(605)867-5187

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For VERIFICATION of our receipt of your application-resume, please contact: Helena WhiteEyes (605)867-5198.