



## Bureau of Indian Education Job Category Standard

<b>Category:</b>	1701	<b>Qualification Standard:</b>	13-04
<b>BIE Standardize PD:</b>	BIE-Title-25-13-01-01		
Home Living Assistant			
<b>Pay Plan:</b>	CY/CE	<b>Series:</b>	1702
<b>Minimum Pay Level:</b>	01	<b>Maximum Pay Level:</b>	01
<b>Organization Title:</b>			
<b>POSITION LOCATION</b>			
<b>Organization Address:</b>			
<b>Servicing BIE Office:</b>	Albuquerque, New Mexico		
<p><b>POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:</b></p> <p><b>Citation 1:</b> 25 CFR 36.75(b)(2) - Qualifications for Home Living Staff</p> <p><b>Citation 2:</b> OPM PCS Education and Training Series TS-109 October 1991</p>			
<p><b>Director Certification:</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i></p>			
<b>Director Name:</b>		<b>Reviewed Date:</b>	
<p>Classification Review: <i>This position has been classified/graded as required by Title 25 and Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i></p>			
<b>Reviewed By:</b>		<b>Reviewed Date:</b>	

<b>POSITION INFORMATION</b>			
<b>FLSA:</b>	Non-Exempt	<b>FLSA Worksheet:</b>	Yes
<b>FLSA Appeal:</b>	No	<b>Bus Code:</b>	1012
<b>Supervisor Status:</b>	Non-Supervisory	<b>PD Status:</b>	Pending
<b>CONDITION OF EMPLOYMENT</b>			
<b>Drug Testing:</b>	No	<b>Certification:</b>	
<b>Security Clearance:</b>	Other	<b>Driver's License:</b>	Yes - State
<b>Position Sensitivity/ Risk:</b>	NCS/Moderate Risk	<b>Trust Determination Process:</b>	Suitability/Fitness
<b>ADDITIONAL CONDITIONS OF EMPLOYMENT</b>			
<ul style="list-style-type: none"> <li>•State Drive's License Required: The incumbent must possess a valid state driver's license which has been held for at least three years preceding placement in the position.</li> <li>•Background Investigation Required: Incumbent must undergo a comprehensive background investigation which includes, but is not limited to, contact with all references, employers, co-workers, personal associates and a review of driving record, credit history, criminal history, and military service.</li> <li>•Must obtain and Maintain First Aid and CPR certification from the American Red Cross for infant, youth, and adult.</li> <li>•Must complete annual training requirements that may include but not limited to; Student Checkout Policy, Confidentiality, Medication Administration, Student Rights, Child Abuse Reporting and Protection Procedures, and Suicide Prevention.</li> </ul>			
<b>POSITION DETAILS</b>			
<b>Description of Work</b>			
<p>Serves as a Home Living Assistant in one or more BIE locations. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in providing and leading planned activities for BIE students.</p> <p>Performs the more routine simple child care tasks, following step-by-step instructions. Helps establish a living environment that promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Uses prepared curriculum and program materials and assists with developing a list of needed supplies and equipment.</p> <p>Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.) and assists with developing a list of needed supplies and equipment for submission to the supervisor. Interacts with students using approved child guidance and youth development techniques as provided by supervisors. Interacts professionally with staff members, parents, and local school staff.</p> <p>Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.</p> <p>For full list of duties, reference BIE PD: BIE-Title-25-13-01-01</p>			

## **Level of Responsibility**

The Home Living Assistant is responsible for full range of assistant work associated with residential life of students and is responsible for the welfare of students in the assigned unit as well as student health, welfare and security during the night hours. The supervisor assigns work by defining objectives, work schedules and priorities, and provides guidance on difficult or new assignments. Tour of duty is expected to be completed in accordance with standard operating procedures, accepted student residential life practices, policies and procedures. Performance is evaluated in terms of completed work and technical soundness, consistency, and compliance with BIE Residential Life policies and requirements.

## **Basic Education & Experience Requirements**

Must be able to communicate effectively in English, both orally and in writing.

This position requires both education and work experience.

Education requirement: High School Diploma or GED is required.

Experience requirement: Three (3) months of related experience is required.

Post-Secondary Education can be substituted for experience. Applicant must have 32 semester hours in related field to qualify without experience.

Related field or experience must provide or enhance knowledge, skills, and abilities needed to supervise children (grades Kindergarten thru 12th grade) in a residential setting, to assist with daily activities (e.g, making beds, daily hygiene, housekeeping, etc.), to ensure safety and well-being of students, and to provide supplemental educational assistance (e.g., assist with homework, encouraging good manners, assisting with money handling, etc.).

## Physical Requirements

There is normal standing, walking in classroom/activity room situations and similar movements around the dormitory or school. May be required to participate in outdoor and off-site activities.

## FAIR LABOR STANDARDS ACT (FLSA) DETERMINATION

If the position meets any of the below Exemptions, the position will be coded as Exempt from FLSA. For reference on the below Exemptions, use 5 CFR 551.

<input type="checkbox"/>	<b>Availability Pay Exemption</b>	(e.g., Criminal Investigators, U.S. Customs and Border Protection Officers)
<input type="checkbox"/>	<b>Foreign Exemption</b>	(Overseas locations. See 5 CFR 551.104 for a list of Nonexempt areas)
<input type="checkbox"/>	<b>Executive Exemption</b>	
	<input type="checkbox"/>	Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
	<input type="checkbox"/>	Customarily and regularly directs 2 or more employees, AND
	<input type="checkbox"/>	Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.
<input type="checkbox"/>	<b>Professional Exemption</b>	
	<input type="checkbox"/>	Professional work (Primary Duty)
	<input type="checkbox"/>	Learned Profession as defined in 5 CFR 551.208 (Teachers, Engineers, Attorneys, Accountants, etc.)
	<input type="checkbox"/>	Creative Professional as defined in 5 CFR 551.209 (Artistic fields of music, writing, etc)
	<input type="checkbox"/>	Computer Employee as defined in 5 CFR 551.210 (Perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification. Computer manufacture or repair is excluded)
<input type="checkbox"/>	<b>Administrative Exemption</b>	(As defined in 5 CFR 551, non-manual work directly related to the management or general business operations of the employer or its customers, AND job duties require exercise of discretion & independent judgment.)

**FLSA Conclusion:**

Position is Non-exempt.

**FLSA Comments/Explanations:**

Position does not meet any of the Exemptions.