

SIERRA TRIBAL CONSORTIUM, INC.

610 WEST MCKINLEY AVE.
FRESNO, CA 93728
(559) 445-2691



CONFIDENTIAL

FAX COVER SHEET

Number of Pages (Including Cover Page): 3

DATE: 08/22/2018

TO: Human Resource Department

OFFICE: Picayune Rancheria of Chukchansi Indians

PHONE: (559) 412-5590

FAX NUMBER: (559) 666-3321

FROM: Anna-Marie Hinojosa, Administrative Assistant

FAX NUMBER: ADMINISTRATION: (559) 445-3125

REMARKS: Please post the job announcement attached to this cover sheet.

CONFIDENTIALITY NOTICE

This fax is intended only for the use of the addressee named herein and may contain privileged information or confidential patient information. If you are not the intended recipient of this fax, you are hereby notified that any dissemination, distribution, review, or copying of this fax is strictly prohibited. If you have received this fax in error, return the original fax to us at the address above via the United States Postal Service. We will reimburse you for any costs you incur in notifying us and returning the fax to us. If you have received this fax in error, and you are of our Corporation, please immediately notify the intended recipient or the sender. Thank you.



SIERRA TRIBAL CONSORTIUM, INC.

Assisting the American Indian people to experience healthy lifestyles.

EMPLOYMENT OPPORTUNITY

POSTED: AUGUST 22, 2018

CLOSING DATE: OPEN UNTIL FILLED

The current vacancy at Sierra Tribal Consortium, Inc. is an On-Call Program Aide, 24 hour, 7 days a week on-call position expected to begin as soon as possible.

SALARY: Discussed in the interview

GENERAL DUTIES:

- Supervision of clients, including Detox clients at the treatment facility as well as supervision at outside functions while staff is on vacation, ill or when the program requires additional aide.
- Provide transportation of clients to functions, AA/NA meetings, appointments and other activities to meet client needs.
- Provide outreach services to the consortium of tribes within service area.
- Office responsibilities, such as answering phones, taking messages and
- Communicate openly and inform staff and supervisors of any program concerns, verbally and in memo form.
- Perform other duties as required or assigned.

QUALIFICATIONS:

- Must possess a valid California Driver's License.
- Must have a clean driving record - 3 years.
- Should have experience working in an alcohol/drug treatment or recovery home.
- Understand principles regarding client confidentiality.
- Must be willing and able to work on-call 24 hours, 7 days a week.
- If a recovering person, must have at least three (3) years continuous recovery.
- High School Diploma, or GED required.
- Preference given to qualified American Indian applicants in accordance with applicable Indian Preference Act (Title 25 U.S. Code Sections 472 and 4732) and the Indian Self-Determination Act, Public Law 93-638, provided the applicant has submitted acceptable proof of Indian Preference for employment which is to accompany the application if you are claiming Indian Preference

APPLICATION PROCESS:

To be considered for this position, applicants must:

1. Complete and submit an original STC, Inc. application along with a resume.
2. Meet the listed qualifications. If a specific position requirement is identified, you must possess the relevant experience/training. Meeting minimum qualifications does not guarantee a passing or competitive score on the examination, if an examination is given.

As a condition of employment, persons hired must provide proof of identity and employment eligibility upon hire, and will be required to submit to drug testing, a background check, a physical and TB test.

All application materials must be obtained from, and returned to (applications will not be emailed or faxed):

By Mail: Sierra Tribal Consortium, Inc.
Administration
610 W McKinley Ave
Fresno, CA 93728

In Person: Sierra Tribal Consortium, Inc.
610 W McKinley Ave
Fresno, CA 93728

If you have questions regarding the application process, call (559) 445-2691.