

Little Big Horn College
PO Box 370
8645 South Weaver Drive
Crow Agency, MT 59022
PH: (406) 638-3100 FAX 638-3169

Applications are available at the Little Big horn College Website: www.lbhc.edu or may be picked up at Melodee Reed's, Reception Desk located at LBHC Front Office (Administration/Library Building). Upon request we can also e-mail an application by contacting Shaleen OldCoyote-Killsnight oldcoyotes@lbhc.edu 406-638-3110. Position closes on: October 6th, 2020

All applicants will need to provide the following information to complete their application. Applications will only be accepted by Melodee Reed, Receptionist or Shaleen OldCoyote-Killsnight, Dean of Administration.

Applicant's Name: _____ Date: _____

Position Applied for: "Temporary Wellness Assistant"

Checklist of required documents.

- _____ Letter of application/signed (cover letter)
- _____ Current resume
- _____ Transcript of highest degree earned: (If hired you have 30-days to turn in Official Transcript)
- _____ Three letters of Reference (Professional) Must be signed or will not be counted – signed and e-mailed will be accepted.
- _____ Complete the required KSA's (Knowledge, Skills and Abilities). Please include your name and the position you applied for.
- _____ Indian Preference Form (If claimed please include CIB or SF-4432 as verification)
- _____ Consent to Release of Information Form
- _____ Drug Free Workplace Form

Below – To be completed by LBHC Dean of Administration

_____ Complete _____ Incomplete
_____ Date Received

Shaleen OldCoyote-Killsnight
Dean of Administration, (406)638-3110

LITTLE BIG HORN COLLEGE

Position Description

Job Title: Temporary Wellness Assistant
Department: Administration
Supervisor: Dean of Administration

Nature and Scope of Position: The Wellness Assistant is responsible for welcoming Students, Faculty and Staff by greeting and directing them in a friendly, prompt and helpful manner. The Wellness Assistant will ensure the completion of paperwork, sign-in and security procedures, and scheduling of visitors.

Principle duties and Responsibilities

- Check in Visitors and complete Temperature check in
- Sanitize building and equipment
- Adheres to all safety procedures when dealing with cleaning chemical and machinery
- Lock building for security
- Performs minor building interior and exterior maintenance
- Requests supplies through supervisor
- Assists faculty, staff and students with LBHC special projects or events
- Manage visitor flow by providing timely check-in procedures
- Keep Front Desk, Waiting Room and Bathrooms clean and neat
- Oversee equipment check in and complete facility rounds
- Ensure all facility policies are followed
- Deliver quality customer service for all patrons, program participants and visitors
- Maintains visitor confidentiality
- Serves on committees as needed or requested
- Performs other duties as assigned or requested

Education – The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: High School Diploma or GED.

Knowledge – This position requires basic knowledge of safety procedures, cleaning procedures, and building maintenance. Adhere to safety compliance and comply with industry standards.

Skills – Must have communication skills, both verbal and written, applicant must have good interpersonal skills to effectively communicate with fellow employees, the Crow community, outside agencies, and the general public. Must have organizational skills and be able to assist in coordinating special events and projects.

Abilities – Must have the ability to prioritize work and pay attention to detail. Applicant must be able to follow written and verbal instructions. Must be able to work under stress during peak activity events and be able to meet deadlines as needed. Must be very

reliable and able to establish effective working relationships with fellow employees, supervisors and the public. Required: Must have the ability to lift a minimum of 25 Lbs.

Salary- The salary will commensurate with Little Big Horn College salary schedule.

Little Big Horn College

Knowledge, Skills and Abilities

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, creating material for meeting demands to improve service needs for meetings projects events and data entry experience for reporting and presentations.
2. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieved goals and ensure attention to detail.
3. This position requires interaction with people- students, faculty, staff, and community member's representatives of other community organizations, federal agency personnel, local school administrators and university collaborators. Describe your "people" skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
4. Little Big Horn College is committed to preserving and promoting the Crow Tribal culture, which is reflected in the organization/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflection in working in such an environment.
5. Do you have any other skills, or abilities or experience you think would be relevant to this position which you haven't already described?



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

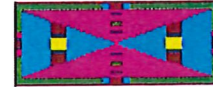
Date

Other Names Used

Social Security Number

Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Employee Name

Date



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INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member