



# CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

**Vanessa Thomas**  
Human Resources Director

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## VACANCY ANNOUNCEMENT

**Position Title:** Head Start Safety and Facilities Officer (1 Full-time)  
**Supervisor:** Head Start Director  
**Opening Date:** September 19, 2018  
**Closing Date:** October 3, 2018  
**Salary:** DOQ

### QUALIFICATIONS:

- Prefer ND Commercial Driver license and vocational certificate in Construction Trades or related field required with two or more years of related work experience. *Minimum of High School Diploma or GED required.*
- Must maintain CPR and First Aid certification.
- Submit verification of a clear background check, signed written consent for, and participate in annual and random state background check with law enforcement and child welfare agencies.
- Skills in operating light construction equipment, maintenance equipment, and tools.
- Experience in repair and maintenance of equipment, electrical, facilities systems, grounds keeping, and completion or scheduling of work order requests.
- Ability to maintain positive communications and effective working relationships with internal and external vendors, suppliers, contractors, and colleagues.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources Personnel Policies and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.50 (b) (4), current or former Head Start parents are given preference for employment for which they are qualified.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

*Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.*

### JOB DUTIES & RESPONSIBILITIES:

- Ability to prioritize, identify, schedule, and maintain facility security and safety procedures according to facility need and OHS program standards.
- Knowledge of fire and security alarm systems.
- Develop and conduct safety policy, safety drill implementation, and comprehensive response to safety and security systems
- Keeps accurate and timely records and prepares reports.
- Oversees all safety and security concerns of Cankdeska Cikana Community College Head Start.
- Ensures compliance with regulations and codes related to emergency preparedness, security, alarm systems, fire, and life safety.
- Ability to plan, organize, adhere to, and implement procedure according to Office of Head Start and CCCC policy.
- Attend staff meetings and trainings as identified for position.
- To conduct and implement safety/security inspections for buildings, grounds, and play equipment in accordance with industry standards.
- To provide inventory control and data reports as identified.
- To effectively demonstrate and communicate proper use and application of equipment, materials, and supplies.
- To determine and implement a collaborative plan of security, opening, and closure of Cankdeska Cikana Community College Head Start Campus.
- To respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- To provide ongoing support and back up to all services areas including but not exclusive to the transportation and maintenance areas of Cankdeska Cikana Community College Head Start.
- To be able to determine and prioritize and demanding workload.
- To respond to stressful and sensitive situations in a professional and discreet manner.
- Supervision of Transportation and Maintenance Supervisor.
- To accept other job related duties as assigned by the Head Start Director.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of high school diploma/GED/unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu)

#### STATEMENT OF POLICY ON NON-DISCRIMINATION

*Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.*

**Think Dakota • Live Dakota**