



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **POSITION ANNOUNCEMENT**

**OPENING DATE OF ANNOUNCEMENT:** December 18, 2020  
**CLOSING DATE OF ANNOUNCEMENT:** Until Filled  
1<sup>st</sup> cutoff date 03/05/2021  
2<sup>nd</sup> cutoff date 03/19/2021

**POSITION TITLE:** Tutor  
**SUPERVISES:** No  
**STARTING SALARY:** \$ 15.89/ hr.  
**GRADE:** 7  
**POSITION CLASS:** Non-Exempt  
**NUMBER OF POSITIONS:** 2  
**STATUS:** Permanent  
**HOURS:** Part Time (20 hours per week)  
**SUBJECT TO P.L. 101-630:** Yes  
**BENEFITS:** Highly competitive package \**See below*

#### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Education Resource Coordinator, the Tutor will provide support to the day to day operations of the Education Department by assisting with tutoring, college readiness, physical education, and cultural activities. The Tutor will also transport students as necessary.

**This position works with and around our children and youth and is therefore subject to P.L. 101-630.**

#### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Works under the direction of the Education Resource Coordinator to provide tutoring assistance to students, grades K-12, focusing on reading and math.
- Prepares and organizes lessons and evaluates student progress.
- Prepares and organizes student activities.
- Prepares student snacks.

- Transports students as necessary.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must be 21 years of age or older and have been a licensed driver for at least three years.
4. Must have a minimum of one-year similar or related experience.
5. Must pass P.L. 101-630 background check.
6. Must pass pre-employment drug test.
7. Must have a valid CPR card or be able to obtain within sixty (60) days of hire date.
8. Must be willing to travel for training.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

**2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [nmerkle@sir-nsn.gov](mailto:nmerkle@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.