



## Come Work (and Play) in Big Sky Country!

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[www.msdb.mt.gov](http://www.msdb.mt.gov)

### Montana School for the Deaf and the Blind

**DEPARTMENT:** Residential Program – Student Services

**JOB TITLE:** Cottage Life Attendant – Boys

**SUPERVISOR:** Lead Cottage Life Attendant/Dean of Students

**DIVISION:** Cottage Program

**STARTING SALARY:** \$10.97 (increase of \$.80 after one year probation and successful completion of RCYCP class)

**START DATE:** August 2018

**LOCATION OF JOB:** Montana School for the Deaf and the Blind, Great Falls MT

**SUPPLEMENT REQUIRED:** Yes

**STATUS:** Permanent, Full-Time following School Calendar

**POSITION NUMBER:** 51303521

**BARGAINING UNIT:** UFCW

**CLOSING DATE:** First file review June 29, 2018, then open until filled.

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#### **TYPICAL DUTIES:**

The purpose of this position is to care for, counsel, and instruct students who are deaf, hard of hearing, blind, visually impaired, or deafblind in a group-like living environment.

- Instructs students in daily living skills, personal care, and safety procedures.
- Ensures students have a safe and clean living environment.
- Instructs students in cleaning procedures and age appropriate self-help skills typically performed in a home setting.
- Follows protocols for referring ill students to the Health Services Department.
- Provides assistance and instruction in supervision of play and recreational activities on and off campus.
- Transports students to and from off-campus activities and appointments.
- Other related duties as assigned.
- Detailed Job Description available upon request.

**QUALIFICATIONS:** A high school diploma or equivalency is required. Training or experience in the field of child care in residential facilities, Red Cross, CPR, and other related training is highly desirable. During the one year probationary period, Cottage Life Attendant I must successfully complete the Advanced Training Course for Residential Child Care Workers before advancing to CLA II position. This program was developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

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**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and

selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment. There are no authorized smoking areas and smoke breaks are not given. All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs. The person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

This position requires interactions with staff who may have very different and very strong beliefs about the best ways to educate students who are deaf or hard of hearing. The person in this position must be open-minded and respectful regarding different educational philosophies. This position requires some amount of time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

The successful candidate will be required to have fluent ASL and English skills to communicate with staff. New employees must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). New employees to this position must meet the Target Skill Level Standard of "None" on the date of hire and Target Skill Level Standard of "Intermediate" within three (3) years of hire.

**PROBATIONARY PERIOD:** All employees shall serve a probationary period of one year (see A.R.M. Section 2.21.3808(2)). Policy 5123

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

**APPLICATION:** <https://statecareers.mt.gov>

#### An Affirmative Action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000