



## COME WORK (AND PLAY) IN BIG SKY COUNTRY!

### MONTANA SCHOOL FOR THE DEAF AND THE BLIND

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Great Falls, Montana 59405  
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[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT:** Student Services

**POSITION TITLE:** Cottage Life Attendant – Girls Cottage

**SUPERVISOR:** Dean of Students

**STARTING SALARY:** \$10.97 (increase to \$11.77 after one year probation)

**BENEFITS:** Full Insurance Package

**JOB LOCATION:** Montana School for the Deaf and the Blind

**STATUS:** Permanent, Full-time

**SUPPLEMENT REQUIRED:** Yes

**POSITION NUMBER:** 51303134

**BARGAINING UNIT:** UFCW

**CLOSING DATE:** first application review – February 15, 2018 then open until filled

#### **TYPICAL DUTIES:**

The purpose of this position is to provide supervision and safety, counsel, and instruction, for a group-living environment for students who are deaf, hard of hearing, blind, visually impaired, or deafblind.

- 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 home setting.
- Follows protocol for referring ill students to health services department.
- Provides assistance and instruction in supervision of play and recreation activities on and off-campus.
- Transports students to and from off-campus activities.
- Other 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 MSDB. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel or run. The employee may regularly be required to use sign language to communicate with students and staff and occasionally required to utilize computer keyboards both of which may result in the repetitive motion of hands and arms. The employee must clear a fingerprint background check. The employee must occasional lift and/or move up to 50 pounds.

Work requires expression or exchange of ideas and the ability to receive detailed information. Must work cooperatively with other program staff. Position may require working morning, split, evening and weekend shifts. The work environment consists of an 18-acre campus with up to four buildings housing the education program and three buildings housing the residential program.

The physical demands and work environment characteristics described must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities.

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 "Intermediate" within three years of the date 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