



Ramah Navajo Chapter

Office of Grants & Contracts
Administration
HCR 61, Box 13
Ramah, New Mexico 87321-9601
Telephone (505) 775-7100
Fax (505) 775-7103



RN-2018-001

CORRECTIONS RECRUIT-Temporary

Ramah Navajo Detention Center position- with the following requirements: HS diploma or equivalent, a valid driver's license, and a clear record with no convictions of felonies or four equivalent high misdemeanors are all required; must pass physical assessment and exam; must be able to express self orally and in writing; must be able to pass either the NM State or BIA Corrections Academy training program; any Corrections experience or training helpful. This position, initially, is a contracted position, which will convert to full-time regular upon acceptance into an academy training program.

Open till filled.

A Ramah Navajo Chapter employment application with certificates, degrees, commissions or licenses must be submitted to the Human Resources by the closing date. **Ramah Navajo Chapter gives preference to eligible applicants according to the Navajo Preference in Employment Act.** Inquires can be made to Human Resources Technician at (505) 775-7100 or via email at DianeLee@ramahnavajo.org. Application may be obtained off our website at www.ramahnavajo.org. Follow us on Facebook.



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RN-2018-002

RN Corrections: Maintenance Technician-Full Time:

Ramah Navajo Corrections Department position with the following requirements: HS diploma or GED, two years of maintenance work experience or equivalent combination of education and experience in one or more trade areas. Must have knowledge of grounds keeping, maintenance, and repairs. Knowledge of the use of chemicals, cleaners and disinfectants. Knowledge of occupational hazards and applicable safety practices, keeping accurate records of inventory of supplies/equipment. Knowledge of National Electric code, Plumbing code and Ansul system. Knowledge of occupational safety and health regulations/practices. Knowledge of 85,000 gallon LP gas tank and distribution system; and electric gate/parts. Skills in safe operation of power tools, and shop equipment. Skill in working and treating internal/external customers with tact, courtesy and respect. Skills in trouble shooting and repairing a variety of commercial appliances. Skills in working with potentially hazardous materials, chemicals and supplies. Ability to communicate effectively, both verbal/writing. Ability to prioritize/accomplish task within deadlines. Ability to work independently with minimal supervision and as part of a team. Ability to work closely with the RNC Facility Maintenance Foreman and employees. Ability to attend mandatory meetings/training. Ability to read/work from blueprints, shop drawings, and sketches. Ability to learn relevant building, fire, and safety codes. Must possess valid driver's license and pass a driving background check.

Closing date: January 30, 2018

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RN-2018-003

RN Corrections Food Service Worker-Full Time:

Ramah Navajo Corrections Department position with the following requirements: HS diploma or GED, (1) one year of food handling or equivalent for food preparation. Experience in preparing large scale institutional cooking. Must have knowledge of materials, methods and equipment used in food preparation and cooking of nutritional values of food and healthy eating. Knowledge of the proper care and use of institutional food preparation equipment. Knowledge of the proper procedure in cleaning institutional food preparation equipment. Knowledge of proper temperature for cooking foods in an institutional environment. Skills in planning menus; skill in maintaining sufficient food supplies; skill in preparing nutritious and appetizing meals; skill in performing long range menu planning for large groups. Skill in working treating internal and external customers with tact, courtesy, and respect. Food service will be conducted in a safe, clean and sanitized manner. Food service will be done in accordance with required Environmental Health and Safety Guidelines and National Food Safety Guidelines and the United States Department of Agriculture and mandated federal requirements. Must possess valid driver's license and pass a driving background check, possess a valid Food Handlers Permit, Safe Serve Certificates, First Aid CPR Certification.

Closing date: January 30, 2018

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