

# TRIBAL EMPLOYMENT OPPORTUNITIES

**The following information applies to all Confederated Tribes of Siletz Indians job positions posted here:**

**EVALUATION CRITERIA:** The following criteria will be used to identify the best qualified applicant:

- |               |                     |
|---------------|---------------------|
| A. Education  | D. Work Performance |
| B. Experience | E. Performance Test |
| C. Training   | F. Interview        |

**HOW TO APPLY:** All applicants must submit a Tribal "Application for Employment Form." Applications must be postmarked by the closing date. **TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED.** If applying for more than one position, separate applications will be required for each position.

**SEND APPLICATIONS TO: Confederated Tribes of Siletz Indians, Attn: Personnel Officer, P.O. Box 549, Siletz, OR 97380**

All persons selected for employment must pass the drug testing procedure described in the Tribe's Personnel Manual before being hired. A valid drivers license will be required by the date of employment. The high school diploma/GED requirement will be waived for Tribal Elders. The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, non-membership in an employee organization. For more information and Tribal applications you can call the job line at 1-541-444-8296 --or-- 1-800-922-1399.

**Position:** Medical Support Supervisor

**Salary:** Depending on Experience

**Supervisor:** Administrative Officer - Siletz Clinic  
**Location:** Siletz, Oregon

**Minimum Qualifications:** Bachelor's degree in a health-related field and one year experience in a medical office setting -- or -- an Associate's Degree and three year's experience in the maintenance and operation of a medical records unit, registration, and reception/scheduling. Knowledge and understanding of recognized reference standards, medical and legal requirements, and regulatory and accrediting agency requirements to perform medical record analysis, release of information, and evaluate the adequacy of the medical records program. Computer skills are required, with specific knowledge of RPMS preferred. Experience in supervision is required. Must be able to work with a wide variety of people, and good oral and written communication skills using tact and diplomacy. Ability to monitor activities, identify and analyze problems and propose and implement improvements. Must have valid driver's license and use of personal vehicle. Must adhere to the confidentiality of information and individuals as described in the CTSI Manual and federal law.

**OPENING DATE:** 1/18/99

**CLOSING DATE:** 2/19/99

**Position Title:** Tribal Services Specialist - Employment Services Program

**Location:** Siletz, Oregon

**Supervisor:** Employment Services Director

**Salary:** \$27,986 annually

**MINIMUM REQUIREMENTS:** Bachelor's degree in Counseling or related field and two years experience in case management, employment/vocational counseling, or general counseling --OR-- an equivalent combination of education and experience in the aforementioned areas. Preference will be given to applicants who demonstrate knowledge and skill in working with target population. Knowledge of problems of persons living in disadvantaged communities with emphasis in working with the cultural, economic, and social aspects of Native American services populations. Skilled at providing direct individual and family casework, including conducting in-depth interviews with individuals and families, formulating case plans, providing on going social work support and counseling, and coordinating services delivery with other agencies. Knowledge of Tribal Services/ community service/social services, child agencies, and their respective roles. Ability to meet with the public and staff in a courteous professional manner using tact, diplomacy, and mature judgment. Ability to work with Native American families and individuals of varying social, educational, and economic backgrounds. Ability to accurately keep and maintain complete records in accordance with CTSI policies and procedures. Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the department. Ability to communicate orally and in writing for the purpose of instructions, verifying eligibility/applications, obtaining information, and conveying messages. Ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Knowledge of dysfunctional behavior and drug/alcohol dependency as applied to clients. Must be at team player that is dependable and responsible. Valid Oregon Driver's License, and insurance. Must be willing to submit to and clear a criminal records/background check.

**OPENING DATE:** 1/11/99

**CLOSING DATE:** 2/12/99

## SUPPLIER NEEDED:

Looking for skilled Siletz Tribal craftsman to build canoes to be sold in the gift shop at Chinook Winds Casino. If interested, contact John Redington, Purchasing Department buyer at 996-5853.

**Position Title:** Transportation Planning Clerk (1-year limited duration)

**Location:** Siletz, Oregon

**Supervisor:** Tribal Planner

**Salary:** \$8.51 per hour

**MINIMUM REQUIREMENTS:** High school diploma or G.E.D. (General Education Diploma). One year experience in the clerical field --or-- documented satisfactory completion of a related Work Experience placement and demonstrated skills to perform the duties for this position. Prior computer experiences in Word, Excel, and Access programs. Ability to type forty w.p.m. accurately on a computer, may acquire within the six-month probationary period. Knowledge of correct punctuation, capitalization, spelling, and grammar. Ability to organize and maintain filing system. Ability to follow Federal Regulations and Tribal Policies as they relate to the program. Ability to communicate effectively, both orally and in writing. Ability to relate well with people. Ability to work independently and to work under strict timelines. Knowledge of office equipment. Ability to adhere to confidentiality of information as described in the CTSI Personnel Manual. Must possess a valid Oregon State Driver's License and have use of personal vehicle. Provide secretarial and clerical support to the Planning Assistant and Tribal Planner, and Transportation Consultant.

**OPENING DATE:** 1/26/99

**CLOSING DATE:** 2/26/99

**Position:** Security Guard (On-Call)

**Salary/Wage:** \$8.77 per hour

**Supervisor:** General Manager

**Location:** Siletz, OR.

**Minimum Qualifications:** Must be able to work night shift. Must be reliable with no arrest record for theft of related type of incidents. Must possess a valid Oregon driver's license, automobile insurance, and have use of personal vehicle. Responsible for all tribal property and buildings, and must check all property and buildings on each shift. All buildings and doors will be checked at least once each hour on an irregular schedule.

**OPENING DATE:** 1/26/99

**CLOSING DATE:** 2/26/99

## —NEWSFLASH—

**SBIC clients are eligible to place a 2 1/2" X 1 1/2" business ad in the Oregon Native News Publication, Redbirds Journal, for a special price of \$10 per issue. For additional information, call Lisa Brown at 1-800-922-1399, ext. 255 -- or -- (541) 444-8255. For tribal member-owned businesses, this is a good, inexpensive way to advertise.**