

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 ext. 296.

Position Title: Employment Services Director
Location: Siletz, Oregon
Supervision: Tribal Programs Manager
Salary: \$34,040 annually

MINIMUM REQUIREMENTS: A Bachelor's
Degree in Social Sciences or Business and four years
of experience managing a Human Services, Social
Services, or Job Training/Employment program; or
an equivalent combination of education and
experience in the aforementioned areas. Two years
of supervisory experience which included:
preparation of performance evaluations, preparation
of staff development plans, handling employee
grievances, addressing disciplinary issues, and staff
training. Experience in developing complex budgets
with multiple funding sources and reports. Experience
analyzing information from Labor Trends,
employment outlook, job retention services, job
placement information, and social service reports to
develop appropriate program strategies. Working
knowledge of case management and service planning
theories and practices. Ability to market the program
to potential employers, local communities, other tribal
governments/organizations, and program participants.

Ability to interpret Tribal, State and Federal
regulations for Employment Services program
operation. Experience monitoring monthly financial
expenditures, which includes taking corrective action
for over/under expenditure. Excellent communication
skills, both verbal and written. Prior technical writing
experience, including grant preparation and report
writing. Ability to research, develop, and implement
program goals and objectives. Ability to develop
and maintain a public relations network throughout
the service area. Knowledge of computer database
systems, includes ability to manipulate data for
required reports. Must be willing to travel frequently.
Must possess a valid Oregon State Driver's license
and have use of personal reliable transportation.

OPENING DATE: 3/15/99
CLOSING DATE: 4/16/99

POSITION TITLE: Tribal Services Specialist -
Employment Services Program
LOCATION: Siletz, Oregon
SUPERVISION: 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 a 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: 3/15/99
CLOSING DATE: 4/14/99

POSITION TITLE: Receptionist - Siletz
Community Health Clinic
SUPERVISION: Reports directly to the
Administrative Officer
LOCATION: Confederated Tribes of Siletz
Indians, Siletz OR
SALARY: \$22,738 annually

MINIMUM REQUIREMENTS: High school
diploma or G.E.D., and one year of general office
experience or two years of post secondary education.
Ability to relate well to clinic patients, other staff,
and the general public. Typing capabilities of 40
WPM, with word processing or computer
experience. Must be able to adhere to the
confidentiality of information and individuals as
described in the CTSI Personnel Manual and federal
law. Oral and communication skills. Must have a
current driver's license and reliable transportation.

OPENING DATE: 3/22/99
CLOSING DATE: 4/16/99

Job Title: Tribal Planner
(possibly 2 positions)
Location: Siletz, Oregon
Supervisor: General Manager
Salary: \$37,400 annually

Minimum Requirements: Bachelor's Degree in
Planning, Public Administration, Business, or related
field; and four years of experience in the planning
field. Preference will be given to applicants with prior
Tribal Planning experience. Ability to draft descriptive
factual background memorandum or summaries.
Includes technical writing and editing skills, with ability
to apply those skills to a wide variety of projects.
Demonstrated grant writing skills. Demonstrated
analytical skills and creative ability. Ability to
effectively coordinate people and projects. Ability
to identify goals, objectives, and resources. Basic
knowledge of planning in such areas as geography,
economics, political science, engineering,
architecture, sociology, economic development, and
public administration. Ability to formulate and
evaluate plans to reach goals and objectives. Working
knowledge of computer word processing,
spreadsheet, database, and presentation software.
Must be a well organized self starter, with the ability
to communicate effectively (orally and in writing) and
to work well with others. Ability to relate the effect
of planning decisions on the mission and goals of the
Tribe.

OPENING DATE: 3/22/99
CLOSING DATE: 4/16/99