

NOTICES AND JOB OPENINGS

Tribe to Apply for Community Services Block Grant

The Confederated Tribes of Siletz Indians is submitting an application to the U.S. Department of Health and Human Services for Community Services Block Grant funding.

These funds are used to initiate social and economic development projects that help families and individuals with incomes below the poverty level. Those projects can include designing and finding funding for housing, employment, or child care programs. The Community Services Block Grant award to the tribe probably will be \$10,000 or less.

The tribal Community Services Block Grant plan has two goals:

1. Remove obstacles and solve problems that block the achievement of individual and family self-sufficiency.

A. By June 2000, CTSI will be operating the Siletz River Community Development Corporation (SRCDC).

B. By Nov. 30, 2000, the tribe will secure resources to initiate at least one major project that addresses SRCDC strategic plan priorities.

C. By April 30, 2001, the tribe will secure resources to initiate a second major project that addresses SRCDC strategic plan priorities.

2. Achieve greater participation in the affairs of communities involved with the grant, including developing public and private grassroots partnerships with local law enforcement agencies, local housing

authorities, private foundations, and other public and private partners.

A. By June 30, 2001, secure membership on five community action agencies in the CTSI 11-county service area so the needs of low-income tribal members and other Indians are addressed.

B. By Sept. 30, 2001, secure at least \$25,000 in funding to provide seed money grants for community organizing initiatives.

Copies of the plan are available at all area offices and the administration building. Your comments or recommendations should be sent to Steven Brown, tribal planner, so they can be considered during the Regular Tribal Council meeting scheduled for Jan. 14-15, 2000.

POSITION ANNOUNCEMENT

POSITION: Program Clerk
LOCATION: Siletz, Oregon
SALARY: \$20,401 annually
SUPERVISOR: Tribal Programs Mgr.

MINIMUM REQUIREMENTS: High school diploma or GED. Two years clerical experience in a general office setting -OR- a combination of two years specialized education and experience -OR- satisfactory completion of a related Work Experience placement and demonstrated skills to perform the duties for this position. Ability to type 40 wpm accurately. Must possess good written and verbal communication skills. Experience working with word processing, database, and spreadsheet software. Knowledge of correct punctuation, capitalization, spelling, and grammar. Experience working with various office equipment, including: computers, photocopier, calculator, FAX, and multi-user telephone system. Ability to work under pressure with the flexibility to handle several jobs at one time. Experience working with the public and maintaining good working relations with co-workers. Must be a dependable self-starter and able to work independently under minimal supervision. Must possess valid Oregon driver's license,

and have use of personal, reliable transportation. Must adhere to the confidentiality of information and individuals as described in the CTSI management manual and other applicable federal laws and regulations.

RESPONSIBILITIES: Provide assistance to tribal program manager(s) and staff with typing, copying, distributing, filing, purchasing, and answering telephones. Provide program and application information to clients. Receive, sort, and distribute daily mail and correspondence. Greet and direct clients and visitors to appropriate personnel and department, handling routine requests within capabilities. Assist with client transports as needed. Assist with scheduling appointments, meetings, and travel arrangements. Assist program manager(s) with program operations and maintain statistical information for tribal programs. Other duties as assigned.

OPENING DATE: 12/6/99
CLOSING DATE: 1/14/00

(See page 17 for more details)

POSITION ANNOUNCEMENT

POSITION: Elder Classroom Aide (part-time)
LOCATION: Siletz, Oregon
SALARY: \$6.50 per hour
SUPERVISOR: Head Start Teacher

MINIMUM REQUIREMENTS: Must pass an Oregon criminal history check. Must be screened for tuberculosis. Must adhere to confidentiality of information and individuals as described in the CTSI manual and federal law. Must be able to work well with a group of young children. Must display tolerance and sensitivity when working with children. Must be capable of using positive methods of guidance that include redirection, consistency, and prevention. Must be able to accept direction. Must be able to work cooperatively with other classroom staff. Must be dependable, punctual, and a self-starter. Must be physically able to meet the demands of an early childhood classroom environment.

RESPONSIBILITIES: Support and assist Head Start staff in delivering developmentally appropriate classroom environment for 20 children. As assigned, assists with activities to carry out daily lesson plans. May assist with

(See Elder on page 17)