

Job Openings

Position Title: Bookkeeper III

Salary: \$12,140-\$13,384 annually.

Minimum Requirements:

Associates Degree in Computer Programming or related field, plus one year experience in accounting - or - two years combined experience in computers and accounting. Incumbent must have experience, education, and training background necessary to perform fund accounting functions on a computer. Able to work some evenings, weekends, and travel on occasion. Must have some clerical background. Must have a valid Oregon State Driver's License and have use of personal vehicle. Working knowledge of full charge bookkeeping system.

Duties:

Maintain personnel leave records, personnel records and insurance. Input all daily transactions into the computer. Maintain tribal property inventory records. Provide required and requested financial reports to the General Manager. Maintain payroll cash disbursements journal, state and federal tax records and tax shelter.

Closing Date: July 8, 1985

Send Application/Resume to:

Confederated Tribes of Siletz
P.O. Box 549
Siletz, OR 97380

Attn: General Manager

Position Title: Interviewers

Salary: \$4.30/hr.

Minimum Requirements:

1. Ability to follow written and oral instructions.
2. Good written and verbal communication skills.
3. Courteous, friendly attitude.
4. Valid driver's license.
5. Access to reliable transportation.

Duties:

1. Attend scheduled training sessions.
2. Schedule home visits with tribal members.
3. Collect data from tribal members through in-home and telephone interviews.

Responsibilities:

1. Collection of complete and accurate data for tribal Socio-Economic survey.
2. Providing identification and information to tribal members on the need and use of the survey.
3. Assist with compilation of data as required.
4. Prepare written reports as required.

Closing Date: July 8, 1985

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Confederated Tribes of Siletz
P.O. Box 549
Siletz, OR 97380

Attn: General Manager

INDIAN PREFERENCE WILL BE GIVEN. 1st preference will be given to In-House Tribal Employees.

Position Title: Community Health Representative (CHR) — Salem Office

Salary: \$5.98-\$6.36 hr.

Minimum Requirements:

Completion of high school or equivalent. One year experience in dealing with the public. Ability to grasp and understand the health problems of the local population. Must have first-hand knowledge of Indian attitudes. Must possess a valid Oregon State Driver's License, and have use of personal vehicle. Must be able to travel. Must be able to adhere to the confidentiality of information and individuals as described in the CTSI Management Manual. Must possess or be able to obtain a standard first aid card.

Duties:

Establish and maintain patient rapport. Gain and maintain the confidence of the local population. Visit families to determine health care needs. Make referrals to appropriate local, state and federal agencies, following up on referrals. Transport clients to medical, dental and psychological appointments. Maintain accurate files. Check on elderly and seriously ill individuals within area and provide services, when necessary. Maintain list of current health care providers and agencies for referrals. Interest families and individuals to participate in programs offering curative and preventive health care. Work closely with the Health Committee. Prepare necessary reports.

Closing Date: July 16, 1985

Send Application/Resume to:

Confederated Tribes of Siletz
P.O. Box 549
Siletz, OR 97380

Attn: General Manager

Coupon Book

The Retired Senior Volunteer Program (RSVP) was established in Lincoln County in 1973. We are co-sponsored by ACTION, the Federal Volunteer Agency and the Lincoln County Council on Aging Advisory Board. We serve as a Volunteer Bureau for the retired residents of Lincoln County who are sixty years and older. There are currently three hundred fifty RSVP volunteers in the County.

RSVP volunteers are placed in over forty three stations. They share their skills and talents in many ways including Senior Centers, meal sites, home delivered meals, nursing homes, hospitals, Lincoln County Food Share, Red Cross, health clinics, COA van driver and escorts and other non-profit agencies.

In an effort to maintain our program and ensure continued volunteer support, RSVP/SCP has co-sponsored COASTAL GOLD, a "dine-out" coupon booklet supplemented with other service business discounts in the Lincoln County area. It is our intention through this fund raising project to create an awareness of the importance of RSVP/SCP in our community. Therefore only businesses within our service area are involved.

Your support through the purchase of one or several of our COASTAL GOLD coupon booklets, or any direct contributions would be greatly appreciated to help us achieve our goals. We have special phone lines for questions about the coupon booklets: 265-8029 or 764-3268 or you may call our regular office numbers: 265-8862 and 265-3160.

PHONE NUMBERS

*Siletz Offices	444-2532 or 444-2536
P.O. Box 549 Siletz, OR. 97380	
Springfield Office	746-9658
1293 N. 18th, Suite B Springfield, OR. 97477	
Salem Area Office	393-3903
4821 River Rd. N. Salem, OR. 97303	
Tribal Council Office	444-2528
P.O. Box 549 Siletz, OR. 97380	

*All Siletz Area programs and offices can be reached by calling either of these numbers.

Council Meeting Minutes

May 18, 1985

MEETING: Regular Tribal Council

DATE: May 18, 1985

TIME: 9:00 A.M.

PLACE: Salem Area Office

COUNCIL MEMBERS PRESENT:

Delores Pigsley, Chairman; Arthur Bensell, Vice-Chairman, Mary Alice Muncey, Secretary/Treas.; Vernon Brown; Frank Simmons; Alta Courville; Kristi Martin; Douglas Brown.

COUNCIL MEMBER ABSENT: Alfred Lane

OTHERS PRESENT:

Judy John, Secretary; Doni White, Asst. General Manager; Gary Varner, BIA Forestry; Sharon Edenfield, Business Manager; Nelsen Witt, Superintendent; Mary Viles; John Roe, Tribal Court; Margaret Torres; Phil Rilatos, General Manager; LeRoy Wilder, Attorney; Mike Cloughesy, Tribal Forester; L.D. John; Jane John; Cynthia Viles; Bill Towner; Joan Washington.

Chairman Delores Pigsley, called the meeting to order at 9:00 a.m. Roll Call was taken, with eight Council Members being present, and Alfred Lane absent. Invocation was delivered by Vernon Brown.

MOTION #1 — Arthur Bensell moved to enter Executive Session to discuss Personnel, 9:05 a.m. Seconded by Douglas Brown. Motion unanimously approved 8-0-0.

MOTION #2 — Arthur Bensell moved to return to Regular Session, 10:20 a.m. Seconded by Alta Courville. Motion unanimously approved 8-0-0.

MOTION #3 — Alta Courville moved to approve minutes of 4/20 and 5/4/85. Seconded by Arthur Bensell. Motion unanimously approved 8-0-0.

Tribal Council Concerns — Mary Alice Muncey asked if we have gotten the Lutheran Grant yet. Phil said that staff is still working on the proposal. Mary Alice asked if the final report was sent in. Sharon Edenfield responded that, because the Lutheran Grant does not provide indirect money, accounting does not keep track of that any more. The person in charge of the program makes the final report. Phil will find out about this and report.

Arthur Bensell said that he was concerned about the large telephone bills we pay. Phil said that he agrees they are too big, are in the process of getting two more WATTS lines out-going and a 800 number in-coming. This should reduce the cost considerably. The Springfield Area Office will also get a WATTS line.

Vernon Brown asked where the compensation policies for Tribal Council came from. Delores Pigsley said that Council instructed LeRoy to clarify some language for Council's consideration. LeRoy said that this was only a draft and was sent out before he was finished with it. This will be discussed later on the agenda.

Kristi Martin was concerned about the Election Ordinance, Section 4 (c) Voting Procedures. Suggest that voting be allowed in the other areas. A lot of people did not get to vote last year because of the weather, and the elderly have a hard time getting to Siletz to vote. The absentee ballot procedure is also confusing. Vernon Brown said that he would also like to have voting in the Portland area. Chairman said that this is a good idea, last year it snowed on election day, and some people do not know how their name is listed on the roll. Council instructed LeRoy to draft some language for Council's consideration.

Delores Pigsley was concerned about travel. Staff has to have time to prepare a travel advance. Suggested that Council Members prepare in advance if they want to travel.

Jane John said that in March, Vernon Brown claimed 4 hours on his time sheet for Culture. Jane said that no Council member has ever attended a Culture Committee meeting. Vernon could not explain the 4 hours, so agreed that it would be no problem to claim 4 hours less on this month's time.

Arthur Bensell asked if all committees have had their first meeting. No, Family Welfare committee and Tribal Court committee have not met yet.

Superintendent's Report — Nelsen Witt — Nelsen explained that the Tribe needs to begin the Indian Priority System, ZBB, process. Deadline is June 14. Nelsen handed out a copy of last year's priority system. Also handed out a copy of the base budgets to work with, these figures also include contract support funds. Nelsen reviewed the process and requested a Special Council meeting to work on this. Phil Rilatos said that he will request today that Council prioritize programs so staff can begin working on the budgeting process. Council agreed to use last year's priorities. A Special Council Meeting for the Indian Priority System was scheduled for June 8 at 8 a.m.

Nelsen also said that Council needs to pass a resolution in support of the Housing Inventory. Will need to do that today. FY 86 housing funding will be based

(Continued on Page 7)