

# Tribal employment opportunities

*(The following is the recent job opening list. See Amelia Tewee at the Personnel Department to submit an application, or call 553-3262. Also, you can apply on-line at www.ctws.org. For more details, call the contact person listed on the advertisement.)*

### Health systems specialist, full time.

Attitude and motivation of prime importance. Must be a team player. Research and process medical claims weekly for prompt payment. Research and process denials of payment for service. Verify, audit and enter data for processing for payment. Resolve incomplete claims. Process patient referrals to outside vendors by IHS providers by verifying eligibility, completing forms, instructing patients, and informing vendors. Provide assistance to MCP patients with the medical referral process and alternate resources, and answer questions in a tactful and timely manner. Maintain patient privacy and medical records confidentiality. Utilize PaperClip Document Management and Imaging System in daily processes. Knowledge of CPT and ICD-9 reimbursement processes a plus, while PC knowledge is essential. Salary range \$18,720 to \$23,592 per year. Call Susan Brunoe at 553-4948. Open until filled.

**Administrative coordinator/compliance clerk, full time.** High School Diploma or equivalent. Two years college level work in Business Administration, accounting and book-keeping. Five years secretarial or general office experience in judicial field. Three years accounting experience. Three years computer experience. A combination of education and experience is acceptable. Personal computer skills required; excellent communication, verbal and interpersonal skills, type 65 wpm. Salary \$ 23,117. Call Birney Greene-Boise, 553-3278.

### Family partnerships coordinator.

Develop and implement systems for establishing and supporting family partnership agreements; and for recruiting, enrolling, selecting and tracking the attendance of families enrolled in the Head Start and Early Head Start programs. Must have excellent communication skills; ability to facilitate meeting and training for parents and staff. Supervision, record-keeping, computer skills. Must have reliable transportation and ODL, comply with drug free work place policies and enroll in criminal record registry. Salary range \$1,702 to \$2,128 per month. Call Tryna Muilenburg at 553-3241. Closes Dec. 12.

### Day care teacher, full-time positions.

Requires criminal background check, high school diploma, and experience caring for children and infants in a group setting. Must have ability to comply with department and program policies and guidelines specific to quality childcare requirements. Must enjoy infants and children and be flexible I working with age group assigned. Requires frequent contact with other adults in workplace and parents of children - must have excellent communication skills. Must have demonstrated work history of attendance and punctuality. Ability to attend and complete training on evenings or weekends, but only occasionally. Salary range \$18,357 per year. Charlene Stacona, 553-3241.

### Headstart bus driver/teacher, full time.

Transport children and families to and from program activities and for field trips. Helps teachers with classroom and field trip activities. Participates in vehicle maintenance, establishing routes, and record keeping. Assists in providing safety training

for parents, bus monitors and other staff. Must be in good health, have a current CDL, be listed on the Child Care Criminal History Registry, and comply with the drug-free workplace policies. Salary Range \$1,311 to \$1,599. Call Nancy Sampson, 553-3241.

### Cash management specialist, full-time.

Maintain records of accounts receivable and cash receipt transactions on a daily basis. Receipting of all incoming cash and checks. Balance monies for daily bank deposit and keypunch in a timely manner into the general ledger. Key punching of all accounts receivable, cash receipts, adjustments and sales entries. Close accounts receivable and cash receipts system at month end. Assist in the cash management area. Maintain confidentiality in all job related matters. **Experience:** Three years accounting experience. **Skills:** Computer skills in accounting systems, word processing and spreadsheets, business telephone techniques, ten key adding machine, record keeping systems, good communication oral and written, dependability a must. Back up the travel accountant position. Salary range \$18,720 to \$22,839 per year. Call Nettie Downing, 553-3479.

### Accounts payable specialist.

High School diploma or equivalent. Personal Computer skills in word, excel and computerized accounting software. Must have knowledge in procurement process. Requires 10 key calculations and typing. Excellent interpersonal skills a must. Excellent communication skills; written, verbal and listening. Match purchase orders with invoices and enter data into accounting system. Maintain daily, monthly, and annual reports of accounts payable transactions.

Keep up to date on records management. Complete the processing of disbursements for the Tribal organization with no risk to the tribe for error. Maintain confidentiality a must. Salary Range \$18,598 to \$21,041 per year. Michael Collins, 553-3319.

### Public health educator.

Masters Degree in health education preferred with two years experience. The Confederated Tribes is recruiting for a full time health educator to direct the tribes' Health Education Department. Job responsibilities include planning and developing health prevention initiatives for the community, conducting health awareness and prevention campaigns and supervising the four staff of the health education department. Salary Range \$44,247 per year. Call James Quaid, 553-3205.

### Social Services, long-term care administrator assistant, full-time.

An associates degree in human development or long term care area. Two years of experience in the health or social services field. Long term care administrator certification and related training to fulfill the administrator job requirements.

This position is a administrator-trainee position directed to eventually take on the directorship duties of High Lookee, at such time the tribes assume the management of the lodge. The administrator trainee is required to attain long-term care administrator job requirements. Additionally, the administrator trainee will perform general tasks assigned.

Salary range \$28,000. Call William Gayle Rodgers, 553-3491.

### Fisheries program manager.

Manages and supervises the fisheries program of the Confederated Tribes of Warm Springs. Provide professional guidance and oversight on the reservation and for two off-reservation ceded area offices. Pursues and develops new funding sources, oversees contract compliance, provides tribal policy representatives with scientific information and recommendations and prepares and monitors program budgets. Salary range \$45,000 per year. Call Terry Luther, 553-2026, open until filled.

### Police Department, supervisor investigation division, full time.

College Degree in Criminal Justice or related field. Ten years of Supervisory experience. Must have specialized investigative training, certification through DPSST or equivalent. Must be able to complete or have completed the Criminal Investigative course through FLETC. Must be able to pass and obtain a security clearance through Department of Justice based on a thorough background check conducted by the FBI. Must have a thorough knowledge of police operations, tactics, with emphasis on major case and drug investigations. Conduct division meetings. Maintain case management system of the detective division. Supervise, direct, and train detectives. Maintain extremely high level of confidentiality. Prepare and submit a synopsis or overview of all major cases handled during career. Must have no felony or domestic violence convictions. Must have no misdemeanor convictions within five

years. Must be 21 year of age or older and possess valid Oregon drivers license. Must submit to pre-employment drug test. Salary range depends on experience. Call Don Courtney, 553-3272.

### Warm Springs Development Corporation grant writer.

Warm Springs Community Development Corporation, a nonprofit, community based, Native American organization, seeks an experienced grant writer/development officer to prepare grants and funding proposals and secure financial and other resources for successful program implementation. Salary range \$26,000 \$36,900 per year, with full benefits. To request an information packet call 553-4922. Open until filled

### The Museum at Warm Springs, gift shop sales clerk, full time.

Assist as salesperson and admissions clerk in the gift shop of the museum. Must possess excellent public relations personality and speaking skills. The ability to operate cash registers, must be dependable, trustworthy, and able to work on weekend and holidays. Bring application to museum for immediate interview. Salary is negotiable. Call Debra Stacona, 553-3331. Open until filled.

Employment opportunity?

Call Spilyay to place an ad.

553-3274.

## In the Tribal Court of the Warm Springs Reservation

**W.S. Housing, petitioner, vs. Helena Jackson, respondent. Case No. CV173-02. To Helena Jackson:**

You are hereby notified that a petition for ORDER of ENFORCEMENT has been filed with the Warm Springs Tribal Court. By this notice you are hereby summoned to appear in this matter at a hearing scheduled for 3 p.m. on January 19, 2004, at the Warm Springs Tribal Court. All of the facts in this case will be heard at this hearing, including evidence you wish to present. You must appear to present your argument or the other side will automatically win. The petitioner, W.S. Housing, may then be given all that is asked for in the petition for Order of Enforcement. The petitioner will be present at the

hearing. If you desire to personally argue your side of the case, you may have a legal aide, spokesperson or attorney appear on your behalf at your expense.

If you have any questions, you should seek legal advice immediately. Dated Dec. 1, Judge Wilma Ann Smith, Warm Springs Tribal Court.

**William Equiro, petitioner, vs. Sheena C. Spino, respondent. Case No. DOI75-01. To William Equiro and Sheena C. Spino:**

You are hereby notified that a petition for CONSERVATOR/GUARDIAN Izaak Wolfe-Esquiero has been filed with the Warm Springs Tribal Court. By this notice you are hereby summoned to appear in this matter at a hearing scheduled for 3 p.m. on December 17, 2003, at the Warm Springs Tribal Court. All of the facts in this case will be heard at this hearing, including evidence you wish to present. You must appear to present your argument or the other side will automatically win. The petitioner, William Equiro, may then be given all that is asked for in the petition for conservator/guardian Izaak Wolfe-Esquiero. The petitioner will be present at the hearing. If you desire to personally argue your side of the case, you may have a legal aide, spokesperson or attorney appear on your behalf at your expense. If you have any questions, you should seek legal advice immediately. Dated Nov. 24, Judge Lola Sohapp, Warm Springs Tribal Court.

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