

Tribal employment

(The following is the recent job opening list. See Amelia Tewee in 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.)

Maintenance, full-time. Perform maintenance on HUD units, flooring, painting, sheetrock, carpentry, minor electrical, minor appliance. Involves some heavy lifting, minimum supervision. Must have valid Oregon drivers license. Salary range \$12/hr. Call Rudy G. Clements. 553-3250.

Lookouts (Eagle, Sidwalter, Shitike, and relief. Must be dependable (available seven days a week). Possess the ability to work alone, sit for long hours and climb and work in 90- 100 foot tower. Position requires good verbal communication skills, eyesight, and ability to read maps, fire finders and weather instruments. Must possess valid ODL. Employee must furnish their own subsistence and provide their own transportation to and from work site. Selected individual must be willing to work extended shifts and weekends. Salary Range \$10.19/hr. Call Kenneth Lydy. 553-1146.

Health system specialist, full time. Attitude and motivation of prime importance. Must be team player, with sincere desire to make a contribution to the Warm Springs community. 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 I.H.S. 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. Provide assistance to medical providers with matters related to referrals, medical claims, and payments, 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 process a plus, while PC knowledge is essential. Important: please attach required resume and cover letter to application for employment form. Salary range, \$20,412 to \$23,600 per year. Call Susan Brunoe, 553-4948.

Protective care provider, full-time. Provide daily care to children from infant to 18 years of age who are victims of abuse or neglect. Must be willing to provide nurturing care and understand the needs of these children. Must have a valid Oregon drivers license and proof of insurance. Must be able to work rotating shift work. Must be dependable. Confidentiality is a must. Position requires pre-employment drug test. A criminal history check

will need to be completed. Not engage in use of illegal drugs and be free from the dysfunctional use of alcohol. High school diploma or GED. One year child care provider. Salary \$18,357/yr. Call Rebekah Main, 553-3209.

Local Housing Authority Board of Commissioners. The local Housing Authority (LHA) Board of Commissioners oversees and manages the affairs of the Housing Authority. The board shall be the policy making body and monitor the program and services of the local housing authority for the HUD and Tribal houses. Demonstrated positive communication skills reading, writing, listening, and verbal. Able to read and understand complex issues. Ability to understand and apply federal and tribal laws and regulations. Demonstrated experience in administration of supervising programs. No felonies or misdemeanors with in one year of application. Demonstrated ability to work cooperatively with others. Related experiences in construction, fiscal management, planning and development.(desirable but not required). Demonstrated ability to maintain confidentiality. Full compliance with drug free policy. No other board appointments. Call Myrtle Adams, 553-3257.

Transitional case worker, full time. Education: associates degree in human services or related field. Experience: three years experience in human/social service delivery. Pre-employment drug testing required. Criminal history checks will be conducted. Provide specialized casework for children's families who had their children transitioned and reunited into their care and custody. This includes developing an aftercare plan for the children and the family that would assist the family with additional support. Also included is treatment planning, referrals to services, and follow up of the effectiveness of services. Involvement in court process, preparation of court reports, fully documenting compliance with treatment plans, and court orders. Prepare families for court hearings and testify in regard to factual evidence and/or services. Administrate and maintain organized and accurate records, document all information obtained about client and worker activities. Not engage in use of illegal drugs and be free from the dysfunctional use of alcohol. Have a valid Oregon drivers license and proof of insurance. Maintain confidentiality. Must have strong skills in written and oral communication as well as conducting speaker presentations, personal computer skills in word processing and spreadsheet. Problem solving and planning skills. Case management, investigation, treatment referrals and follow up methodology. Salary up to \$22,698 per year. Call Rebekah Main, 553-3209.

Children's protective services assistant, full time. High School diploma or equivalent. One year of related experience. A pre-employment

drug test and a criminal history check are required. Valid Oregon drivers license and proof of personal vehicle insurance. Provide support to improve the parents' homemaking skills, childcare, health and safety. Provide assistance to CPS specialist and family intake coordinator. Applicant needs strong written and oral communication skills. Abilities to teach basic parenting and home living skills. Ability to teach and demonstrate basic physical, developmental, and emotional needs of children. Crisis intervention skills are a necessity. Duties include transporting clients, supervising parent/child visitations. Provide support to families without enabling. Teach the basic needs of infants, children, and adolescents. Teach basic home living skills to include money management, nutrition, food preparation, personal hygiene, etc. Perform comparable duties of a similar or related nature and assist in other areas where staffing shortages exist. Must be free of the dysfunctional use of alcohol or illegal use. For persons recovering from disease of substance addiction, continued sobriety for the previous three years. Salary \$17,157 per year. Call Rebekah Main, 553-3209.

Budget, grant and contract analyst, full time. Review grant applications, track and monitor expenditures. Assist departments in meeting grant/contract and budget deadlines. Prepare financial and budget reports. Maintain master budget and grants/contract audit files. Review available budget funding for all contracts, agreements, special capital requests, budget mods and grant/contract expenditures. Need personal computer skills in spreadsheets and word processing. Good communications skills, written and verbal. Good interpersonal skills. Need working knowledge of accounting principles and terminology. Accounting test will be given. Salary Range \$20,429 to \$25,743 per yr. Call Jamie or Bonnie, 553-3497, or 553-3219.

Police department, communication, full time temporary job. High school diploma or equivalent. 18 years of age and possess an valid Oregon driver license. Must submit to pre-employment drug test and pass. Must have no felonies on record and no misdemeanors within one year of employment. Must have the ability to type 25-wpm and ability to read and follow written and oral instructions. Valid first aid and CPR certification desirable but not required. Successful applicant must complete COMED and Basic Telecommunications training. Salary Range \$8.50 hr. Su-Yenn Walker, 553-3272.

Three Tribes Tile, manager. Warm Springs Ventures' newest enterprise is seeking a tribal member who will be responsible for the overall profitable success of our new line of custom tile. Responsibilities include but are not limited to: overseeing the entire production process, hire, train and schedule a 2-5 person staff, assigning tasks and deadlines, quality control-

proof jobs to ensure compliance and accuracy, monitoring the shipping and receiving process, estimate costs, design templates, serve as a liaison between production, customer service and Kibak Tile LLC (Sister Company), understand the process of maximizing production and its role in a profitable business, recommend and implement changes to the production process to enhance quality control and profitability. Job requirements: tremendous organizational skills, have a strong attention to detail, have a positive, friendly, attitude, excellent problem solving skills, computer experience and ability to quickly master new PC programs, ability to work through a high volume busy season, have the versatility to work independently as well as within a team, possess a valid drivers license and have reliable transportation, past management or supervisory responsibility in a production faculty. This position is available to Tribal Member only. It will be based in Warm Springs with a two month training period at Kibak Tile in Redmond. Salary range \$25,000 to \$30,000 per year. Call Sandra Danzuka, 553-3565.

Groundskeeper, part time. Performs grounds keeping assignments. Operation and maintenance of various equipment: mowers, tractors, weed eaters, chainsaws and garbage truck. Need valid Oregon drivers license (with CDL class B with air brakes) or will have six months to obtain license requirements. Strive to attain "Chemical applicators license" within two years. Heavy lifting required. Ability to communicate well and get along with others. And other jobs tasks as assigned. Hours can vary, possibly work weekends and before 8

am and/or after 5 pm as job demands. Salary Range \$11.68 an hr. Bryan C. Lund, 553-3246.

Assistant engine operator, full time. Periodically operates fire fighting vehicles and power apparatus involved with fire fighting. Fights fire with hand and power tools from 8-16 hours. Valid Oregon drivers license required. Must be able to pass physical exam and arduous pack test. Preferred that applicant have working knowledge of 4-wheel drive vehicles, possess good oral/written skills and be familiar with reservation roads and land marks Salary Range \$10.19 an hr. Vernon Tias, 553-1146.

Fuels manager, full-time. Plans, schedules and implements the reservation wide fuels management program, coordinates with the tribe and other federal agencies to meet annual treatment goals, provide program coordination and ensures compliance with appropriate policies and regulations. Works in a team environment within the Fire Management Organization and Reservation Natural Resource Branch, which requires reaching consensus among differing viewpoints while under stress and within short timeframes. \$19.02 an hour. Call Garrett Cooke, 553-2413.

Fuels planner, full-time. Works with Tribal Natural Resource Department and BIA Forestry to ensure fuels are addressed in project development. Incumbent provides training, technical assistance and direction to Agency and Tribal Staff relating to the Fuels/fire program. \$19.02 hr. Garrett Cooke, 553-2413.

Jobs at Kah-Nee-Ta

The following are some of the positions available at Kah-Nee-Ta High Desert Resort and Casino:

Chinook Room server. Greet and take guest orders. Maintain proper timing of all orders. Kah-Nee-Ta is looking for individuals with excellent customer service skills. The right individual will be in possession of a positive and upbeat attitude. Able to work flexible hours, stand for long periods of time, and be efficient and organized. High school diploma or GED preferred. Food handlers and OLCC permit (may obtain after start). Operate micros computer system; count money accurately, operate 10-key adding machine for closing books; speak, read, write English; motivate wait staff.

Banquet captain. One full-time position. Responsible for hands-on supervision of banquet waitstaff in set-up and service of banquets. Kah-Nee-Ta desires individual with strong organizational skills, excellent time management skills, and strong customer service skills. Proficient prob-

lem solving and analyzing ideas and situations. Able to delegate, instruct and coach employees in positive work environment. High school diploma or GED is preferred. Must have telephone, money handling, computer skills with data entry experience. Customer service is an important part of this position and requires at least two years of experience as well as two-plus years of food service. Supervisory experience is required. Standing for long periods of time. Lift a max. 50 pounds. Food handlers card and OLCC card required.

Some other resort jobs recently open: front desk representative, Village gate representative, lifeguard, sales manager, resort custodial manager, assistant maintenance supervisor.

For jobs at the resort, please apply in person. To contact Kah-Nee-Ta High Desert Resort and Casino Human Resources Department call (541) 553-1112, ext. 3401. E-mail resumes to khdchr@kahneeta.com. Applicants for casino jobs must be at least 18 years of age.

In the Probate Court of the Confederated Tribes of Warm Springs

For the following probate cases, Notice to Creditors is hereby given:

That all persons having claims against the estate are required to present their claims, with proper voucher, to the Warm Springs Tribal Probate, P.O. Box 850, Warm Springs OR 97761, within 90 days from the date upon notice first being posted.

Notice also is hereby given that the above entitled court has appointed Richard Tohet as administrator to administer the decedant's estate, subject to Tribal Court jurisdiction. The probate cases are as follows:

In the matter of the Estate of **Conrad M. Queahpama**, deceased, Estate file No. 009-PR09-04. Conrad M. Queahpama, who resided in Warm

Springs, Oregon, passed away on March 12, 2004. Notice was first posted on March 18, 2004.

In the matter of the Estate of **Zillah Keo**, deceased, Estate file No. 097-PR97-03. Zillah Keo, who resided in Warm Springs, Oregon, passed away on December 22, 2003. Notice was first posted on March 22, 2004.

In the matter of the Estate of **Tyrone J. Tewee**, deceased, Estate file No. 058-PR12-03. Tyrone J. Tewee, who resided in Warm Springs, Oregon, passed away on April 21, 2003. Notice was first posted on March 22, 2004.

In the matter of the Estate of **Myrtle Monroe**, deceased, Estate file No. 070-

PR24-03. Myrtle Monroe, who resided in Browning, Mont., passed away on August 17, 2003. Notice was first posted on April 15, 2004.

In the matter of the Estate of **Gordon Scott Sr.**, deceased, Estate file No. 064-PR187-03. Gordon Scott Sr., who resided in Warm Springs, Oregon, passed away on August 3, 2003. Notice was first posted on April 16, 2004.

In the matter of the Estate of **Louis A. Bagley**, deceased, Estate file No. 076-PR30-03. Louis A. Bagley, who resided in Warm Springs, Oregon, passed away on October 8, 2003. Notice was first posted on March 22, 2004.

In the Tribal Court of the Confederated Tribes of Warm Springs

Ralph's TV and Furniture, petitioner, vs. Angelina M. Stacona, respondent, case No. IN26-03. To Angelina Stacona: You are hereby notified that a petition for OVERDUE ACCOUNT 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 **2:30 p.m. on May 5, 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, Ralph's TV and Furniture, may then be given all that is asked for in the petition for overdue account. 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 questions, seek legal advice. Judge Wilma Ann Smith.

Cassandra Wolfe, petitioner, vs. Rigoberto Medrana, respondent, case No. DO24-04. To Cassandra Wolfe and Rigoberto Medrana: You are hereby notified that a petition for FILIATION 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 May 5, 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, Cassandra Wolfe, may then be given all that is asked for in the petition for filiation.

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 questions, seek legal advice. Judge Lola Sohappy.

The next deadline to submit letters, court notices and other items to the Spilyay is Friday, May 7. Thank you.