

## Jobs

(The following is the recent job opening list of the Warm Springs Tribes. 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](http://www.ctws.org). For more details on the positions, call the contact person listed on the advertisement. Or visit the tribes' job advertisement list at [www.ctws.org](http://www.ctws.org).)

**Housing Executive Director.** Bachelors Degree in Business Administration. 3 years successful experience in the Housing Business. 2 years successful Supervisory experience. Knowledge of Tribal HUD, H.I.P. & SCHRUP Policies, Rules & Regulations. Direct, oversee & manage all Tribal & HUD Operations & Activities of the Housing Department. Excellent communication skills, written, verbal & public relations. Excellent interpersonal skills. Knowledge of bookkeeping & Maintenance procedures. Salary Range \$ 31,148. Yr. To \$49,213. Yr. Lauraina Hintsala, 553-3212. Open Until Filled.

**Family Services CPS Supervisor.** EDUCATION: Bachelor's degree in Human Services or related field. EXPERIENCE: Three years of related experience. Three years of supervisory experience. Supervise case management services, family assessment for determining recommendations to the Court for out of home placements and service referral to rehabilitation services. Supervise, plan and administer assigned case management and family intake staff, planning and administration are important factors in this job. Responsibilities include coordinate child welfare services with other agencies and Tribal Court. Assure that agency staff adhere establishment Tribal and Federal standards for child welfare. Coordinate the work of the case management and family assessment staff with Tribal Court. Attending preliminary and jurisdictional court hearings: in addition, to building a case and presenting cases to the Tribal Court. Ability to work closely with children, their families and the community. Strong people and coordination skills. Strong communication skills in written, oral and interviewing. Knowledge of child abuse and neglect investigation and treatment. Must be free of the dysfunctional use of alcohol or illegal drug use. For persons recovering from disease of substance addiction, continued sobriety for the previous three years. Position requires a pre-employment drug

test and a criminal history check. Valid Oregon Driver's License & proof of personal vehicle insurance. Serious applicants only Salary Range \$34,711 Yr. Jim Quaid or Elina Langnese, 553-3209. Open Until Filled.

**Finance, General Ledger Specialist.** Minimum requirement of a 2-year degree in Accounting or a closely related field. Will be required to take on special projects that arise dealing with recording, researching, analyzing and reporting financial information. Excel experience is needed. The ability to maintain confidentiality a must. Salary Range neg. Judy Johnson, 553-3375. Open Until Filled.

**Human Services, Community Counseling Center, Adolescent Substance Abuse Treatment Specialist** Full Time. This is a full time position to work with youth who have problems with substance use. Services to include assessment, individual services and client education groups. In recruiting for this position emphasis will be placed on those person with demonstrated experience in providing services to youth. Requires working closely with Tribal criminal justice personnel and services. The applicant is required to be certified as a CADC I. Salary Range \$25,000. Yr. To \$29,000. Yr. James Quaid/Carolyn Ribeiro, 553-3205. Open Until Filled.

**Human Services, Community Health Representative** Full Time. Provide community health screenings and basic nursing services for high-risk health groups. Prepare client notes and charts in Electronic Health Record Computer skills helpful. Make home and hospital visits for specific health surveillance. Provide transportation to medical appointments. Must be a tribal member. Valid Oregon driver's license with insurance. C.N.A preferred. Salary Range 20,218. Yr. To \$24,835. Yr. Yvonne Iverson, 553-3225. Open Until Filled

**Natural Resources, Fire Management, Crew Boss/Fuels.** The Crew Boss is responsible for supervision of two (2) Squad Bosses and seven (7) crew members in various work projects; carries out the planned work schedules and makes adjustments in workload to meet the needs; plans for and picks up supplies and equipment available; prepares the items for readiness; and inspects for safe uses on all projects. The incumbent serves as a program lead ensuring crew safety, account-

ability, qualifications and oversight. Main duties are using power tools to remove juniper and brush, also will be required to fight fire under stressful conditions with hand and power tools from 8 - 16 hours. Valid Oregon Driver's License is required. Must have physical exam within last 3 years and be able to pass fitness test. Preferred that applicant poses good oral/written skills. Pre-employment UA required. Salary Range \$13.21 hr. Brad Donahue, 553-1146. Open Until Filled.

**Natural Resources Fire Management Squad Boss/Fuels (2 positions).** The Squad Boss is responsible for supervision of four (4) crew members in various work projects; carries out the planned work schedules and makes adjustments in workload to meet the needs; plans for and picks up supplies and equipment available; prepares the items for readiness; and inspects for safe use on all projects. Main duties are using power tools to remove juniper and brush, also will be required to fight fire under stressful conditions with hand and power tools from 8 - 16 hours. Valid Oregon Driver's License is required. Must have physical exam within last 3 years and be able to pass fitness test. Preferred that applicant poses good oral/written skills. Pre-employment UA required. Salary Range \$11.81 hr. Brad Donahue 553-1146. Open Until Filled.

**Natural Resources Fire Management Fire Fighter/Fuels (7 positions).** Main duties are using power tools to remove juniper and brush, also will be required to fight fire under stressful conditions with hand and power tools from 8 - 16 hours. Must be able to pass physical exam and arduous pack test. Preferred that applicant poses good oral/written skills and be familiar with operation of fire fighting equipment, and reservation roads and landmarks. Pre-employment UA required. Salary Range 10.52 hr. Brad Donahue, 553-1146. Open Until Filled.

**Public Safety Secretary** Full Time. High School diploma or equivalent. Must be 21 years of age and possess a valid Oregon Driver's 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 3 - 5 years experience in secretarial skills including effective inter-personal skills, high skill level in computer operations. Must have good

people skills. Confidentiality a must. Salary Range \$16,984. Yr. Jim Soules, 553-3272.

**Public Utilities Engineering Technician.** The Engineering Technician is responsible for the installation, operation and maintenance of all electrical, lighting, HVAC & R, and energy management systems in Tribal Buildings and Community homes. This shall also include the installation and repair of restaurant equipment, burglar/fire alarms, fire suppression systems, pumps and surveillance equipment. The applicant must be at journeyman level in either the Electrical or HVACR trade. Benefits include: medical, dental, vision, and a pension program. Salary Range neg. Randy Wallace, 553-3246. Open Until Filled.

**Public Utilities Maintenance Worker.** Full Time. Perform all functions of a journeyman carpenter and journeyman painter. Provide preventative, routine and emergency maintenance on Tribal Buildings. Is on call for emergency repairs, including after normal working hours, weekends and holidays. ODL required. Salary Range \$22,698. Yr. Cecil Brunoe Jr, 553-3246. Open Until Filled.

**Public Utilities Community Building Custodian** Full Time. Must have a valid Oregon driver's license, proof of insurance, reliable transportation. Must have at least 1-year experience in the janitorial field. Job requires some heavy lifting. Must be able to deal with people (crowds). Job sometimes requires working before 8:00 AM and/or after 5:00 PM plus weekends. Salary Range Neg. Herb Graybeal, 553-3246. Open Until Filled.

**Public Utilities Housing: HUD Secretary** Full Time. High School Diploma or Equivalent. Three years office secretarial experience, which includes 2 years PC, experience. General office equipment skills including personal Computer skills in word processing and spreadsheets. Good interpersonal and communications skills; oral, written, and listening. Thorough working knowledge of alpha and numeric filing systems. Provide office

and secretarial support for the Housing Department. Coordinate activities with other department within the Tribal Organization. Complete typing assignments from dictation or hand written rough draft. Take verbatim minutes of staff/Committee meetings and prepare typed copies for staff members. Salary Range DOE. Danielle Switzler, 553-3250. Open Until Filled.

**Comp & Benefits Human Resource Director.** Develop, recommend and implement policies and programs in such areas as recruitment, employment and affirmative action, organizational planning, training, wage, salary, benefits and pension administration, and employee relations. Direct contract health services program. Salary Range Neg. Charles Calica, 553-3232.

## Job news from Kah-Nee-Ta

By Urbana Ross

Congratulations to Michele Wheeler. She was promoted to the custodial manager at the resort and casino. Michele is very happy to fulfill a career goal.

Laurie Danzuka joins the finance department. She is happy to be part of a team to a world class resort.

Meanwhile, our summer youth are getting the experience and knowledge of what it takes to work 40 hours a week in the hospitality and tourism industry. Managers are very happy that the tribal

member youth are taking pride in their work.

Our newest tribal member employees are Robert Sam Sr., Roberta Williams, Leander Williams, Nesbah Yazzie, Steve Courtney, Rodney Kenyon Jr., Michael Summerhalder Jr., Perry Greene II, Joelden Surface, Alexandria Anguliano and Flora Davis.

(Urbana Ross is the manager of the Kah-Nee-Ta Tribal Member Recruitment and Development Department. She can be reached at 553-9132, ext. 3430.)

## Employment at Kah-Nee-Ta

Tribal members who are interested in working at Kah-Nee-Ta High Desert Resort and Casino should contact the resort Human Resources Department at 553-1112, ext. 3401.

The following is a list of jobs that were recently advertised as available at Kah-Nee-Ta:

Banquet captain (one position), lifeguard (eight positions), pool/recreation cashier (three positions), pool attendant (two positions).

Cocktail server (one position), bartender (one position), lodge room attendant (one position), Village room attendant

(two positions). Front desk guest service representative (two seasonal/part-time positions); reservationist (two seasonal positions).

Juniper Room server (one position); Chinook Room host/cashier (three seasonal positions); prep cook/food runner (four seasonal positions); dishwasher (four positions); spa receptionist (one position).

Maintenance man II (one position); reservations supervisor (one position); night audit (one part-time position); evening front desk supervisor (one position); Juniper Room busser.

## Senior Apartments Vintage at Bend

... is now open, offering luxurious independent living for Seniors in Bend. 1 & 2 bedroom apartments, microwaves, stove, refrigerator, dishwasher. Five different floor plans to choose from. We pay W/S/G and hot water. Income qualifications apply. Please call 541-617-3985. Located across from the Forum Shopping Center.



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**Tom Gies - Bob Branson**  
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Next deadline to submit items for publication is Friday, July 15. Thank you.

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