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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. 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. All positions are open until filled, unless otherwise indicated.)

ECE Outreach Coordinator. High School diploma or equivalent. Positive communication skills, verbal and in writ-

ing. Develop and implement tracking systems. Schedule and coordinate team meetings. Sensitivity for families in crisis. Organize and share resource material. Salary Neg. Fay Hurtado/ Corey Clements 553-3591/553-3324. **Closes 10/24.**

CPS Secretary III. Work directly for CPS Case Management Staff. Applications that do not indicate such will be immediately disqualified. Maintain client confidentiality. Answer telephones using proper etiquette. Must have basic computer skills. Good communication in written and verbal skills. Must be free of the dysfunctional use of alcohol or illegal drug use. Position require a pre-employment drug test and a criminal history check. Salary Range \$22,000. Yr. Charlene White 553-3209. **Closes 10/31.**

Housing Executive Director. Monitor, analyze, and authorize costs and prepare monthly budget expenditures. Manage the Warm Springs Housing Authority Program in compliance with HUD regulations and tribal policies. Prepare annual budget and necessary reports for various hous-

ing programs. Salary DOE/Q. Sharon Jones 553-3250.

Housing: Collections Officer. High School Diploma, One year of accounting experience. Good communication skills, written and verbal, knowledge of rules, regulations and Laws governing Indian Housing. Knowledge of Court procedures/rules. Valid ODL. Salary Range DOQ. Danielle Wood 553-3250.

Human Services: Mental Health Outreach Coordinator. Salary Range \$29,000. Yr. Jolene Walters 553-3205.

Adolescent Substance Abuse Treatment Specialist. The applicant is required to be certified as a CADC I. Salary Range \$31,084, Yr. To \$31,084. Yr. Jolene Walters 553-3205.

Human Services Community Counseling Center: PT Mental Health Specialist. Salary Range \$19.75 Hr. Jolene Walters 553-3205.

Protective Care Provider Full Time. One year of related experience. Salary Range \$18,500. Yr. Charlene White

553-3209. **Closes 10/31.**

Case Manager. Duties include screening coordinating referrals, pre-authorizing inpatient and outpatient hospital visits, as well as assuring quality and cost effective care. Will be involved with maintaining case management and utilization monitoring program for the care referred to and provided by private sector health care providers to community members of the Confederated Tribes of Warm Springs. Prefer RN with BSN and/or MSN with current registration and state certification license Will consider BS in Health Services Administration or related field. Please send letter of application and resume to : Mike Marcotte, PO Box 1620, Warm Springs, OR> 9776' ATTN: Case Manager Position. Mike Marcotte 553-4948.

Police Officer. Salary Range \$25,195 - \$35,556 yr. Avex Miller 553-3272.

Male/female Corrections Officer. Physical exam required. Must submit to pre-employment drug test. Salary Range \$23,440. Yr. Bruce Fones 553-3272/553-3273.

Telecommunication Officer on call Limited Duration. High School diploma or equivalent. 21 years of age and possess a valid Oregon drivers license. Must pass pre-employment test (basic math, spelling, reading comprehension and writing). Must submit to pre-employment drug test. Must have no felonies on record and no misdemeanors within one year of employment. Must have the ability to type 40 wpm and ability read and follow written and oral instructions. Valid First Aid and CPR certification desirable but not required. Successful applicant must complete LEDS, COMED and Basic telecommunication training. Avex Miller 553-3273.

High Looksee Lodge RN Service Coordinator. Valid Oregon Driver's License with Insurance. CPR/First Aid Certified. Work flexible hours to

meet requirements of the job. Able to lift up to 50 pounds, occasionally, and 30 pounds regularly. Driver's License and insurance. Maintain reliable transportation. Applications with High Looksee Lodge. Lawrence Macy 541-553-1182.

Tribal Record Center Record Center Secretary/ Micro-graphic Clerk. Communication skills with the ability to understand and follow oral

and written instructions. Working knowledge of appropriate telephone etiquette. Intermediate Computer Skills required. Spelling, grammar, and proof reading skills required. Typing of 40 WPM with 95% accuracy. Must be able to lift 50 lbs. Confidentiality is a must, will be required to sign a Department Disclosure statement. Salary based on experience. Lyn Davis/ Linda Bagley/ Jonathan Smith.

Columbia River Inter-Tribal Fish Commission in Portland is recruiting for an **Administrative Assistant.** Position will support several departments and will require excellent administrative, organizational and time management skills; excellent Excel software skills and experience with Access or other data base software; good interpersonal skills and dependable work habits. Experience tracking large budgets and multiple contracts also necessary.

Education and/or training beyond high school in biology, natural resources, computer science, accounting and/or other relevant subjects is highly desired. Full details are available on our website at www.critfc.org and/or call 503-238-0667 for announcement and application. Completed application form is required as well as letter of interest, resume and list of professional references. Closing date is November 30, 2008.

In the Tribal Court of the Confederated Tribes of Warm Springs

In the matter of Cynthia LeClaire, petitioner, and Young Boise, respondent, case no. R048-08: Based upon complaints/petitions filed with this court, the court hereby orders Young Boise to restrain himself from Cynthia LeClaire from any manner of communication or contact in any public or private place including: 1681 Shepard Lane; minors Thomas LeClaire, Catalino LeClaire, Isaiah Boise-LeClaire; no third party contact; no phone calls/texting or mail or public places on the Warm Springs Reservation; no off-reservation contact under the influence of intoxicants or drugs. No threatening gestures. There is to be no phone contact. This order shall remain in effect until show cause hearing.

Both petitioner and respondent are subject to contempt of court if fails to comply with the court restraining order.

You are hereby ordered to appear before the Warm

Springs Tribal Court on **November 18, 2008, at 11 a.m.** to show cause why this restraining order should or should not remain in effect. If you fail to appear as so ordered, the hearing will proceed and a decision rendered.

In the matter of Charlene Dawson, petitioner, and Mark Stacona, respondent, case no. D0162-07: This is a notice that a petition for child support has been scheduled with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for the **26th day of November 2008, at 10 a.m.** at the Warm Springs Tribal Court. All of the facts of the 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, Charlene Dawson, may then be given all that is asked for in the

petition.

Both parties to this action may be represented by counsel, or may elect to represent themselves. If you cannot be present, you may have your approved legal council appear on your behalf at your own expense. Representation must be approved by presiding judge to ensure the rules governing admissibility to practice are met; therefore, a spokesperson form must be submitted at least 5 days prior to the hearing. If you have any questions, you should seek legal advice immediately. Failure to obtain legal counsel prior to the hearing is not sufficient cause to rescheduled hearing.

Vacancy announcement by the United South and Eastern Tribes, Inc. of Nashville, Tenn.

Tribal Data Coordinator – Level 2

Incumbent has primary responsibility for providing assistance in fulfilling the objectives of the United South and Eastern Tribes, Inc. (USET) Government Performance and Results Act (GPRA) Pilot Project. The incumbent will work extensively with the USET Member Tribes, other federally recognized Tribes within the Nashville Area Indian Health Services (IHS) and IHS funded urban Indian programs located in twelve different states in the eastern half of the United States. Work completed will be in support of the Tribal Health Program Support initiative to improve data quality/quantity within the health care delivery systems of the member Tribes.

Exempt/Non-Exempt and Salary Range:

The Tribal Data Coordinator position for USET is an exempt position with a salary range of \$40,000 to \$60,000 dependant upon credentials and experience.

Reporting Relationship: The Deputy Director, Tribal Health Program Support (THPS) will supervise the USET Tribal Data Coordinator.

Duties and Responsibilities: 1. Performs work associated with USET's Indian Health Service (IHS) GPRA Pilot Project scope of work on be-

half of Nashville Area IHS/ Tribal/Urban (I/T/U) programs.

2. Performs work associated with the IHS National GPRA and Tribally selected health indicators under the auspices of USET THPS.

3. Market GPRA and Tribally selected health indicators to Tribal governments and health directors demonstrating how improvement on these indicators can raise the health status of Tribal membership and can positively impact the Congressional appropriation for the Indian Health Services budget.

4. Work closely with the IHS Nashville Area Office of Public Health staff, IHS Headquarters staff and USET Tribal Epidemiology Center staff to assist in standardizing data collection processes and help coordinate IHS technical assistance for IHS/Tribal/Urban sites (I/T/U).

5. Maintains Proficiency with the Resource and Patient Management System (RPMS) and related packages

6. Provides technical assistance/training with data input/output and other related RPMS packages. Assistance is provided via a variety of avenues not limited to site-visits, electronic communication and area trainings

7. Analyze data obtained from IHS and Tribal sites to determine validity and/or pro-

vide solutions to data quality/quantity problems.

8. Review workflow and data systems processes related to data quality/quantity and assist I/T/U with resolving data collection issues.

9. Analyze and generate I/T/U specific reports and aggregate area reports using RPMS data and related software packages.

10. Identify best practices for data input/output for replication at Tribal sites.

11. Work directly with Tribal sites who use proprietary software independent of RPMS to develop a strategic plan for accessing, analyzing and reporting data related to the IHS National GPRA and tribally selected indicators.

12. Coordinate collection and dissemination of relevant information pertaining to the data coordination project, including professional continuing education workshops, conferences and seminars.

13. Act as liaison between USET THPS, individual Tribes, Nashville Area Office, USET Epidemiology Center and outside entities to communicate information to stakeholders and carry out project responsibilities.

14. Other duties as assigned by the Deputy Director - Tribal Health Program Support to maintain USET's comprehensive data quality and col-

lection efforts.

Qualifications:

1. Minimum of an Associate Degree in a related discipline (e.g., computer science, statistics, math, and the biological sciences, education) from an accredited college or university, with relevant job experience is required. *Documented three years experience in a paid position related to the use of health systems in the collection and analysis of health data will be considered in lieu of a degree.*

2. Requires a minimum of two years of RPMS experience as a user.

3. Must be proficient in Microsoft Word, Excel, PowerPoint, and possess the ability to learn new software applications quickly.

4. Cultural sensitivity/ability to work within the customs and traditions of various tribal groups.

5. Must possess excellent verbal and written communication and organizational skills.

6. Possesses excellent instructional skills related to teaching technical subject matter.

7. Ability to travel and work irregular hours as necessary.

Hiring preference will be given to American Indians/ Alaska Natives

Jury duty notice

The following people are summoned to appear before the Tribal Court to serve as a juror on each Thursday during the months of November and December 2008:

Antonia Alonso, Anthony Anderson, Ramona Baez, Travis Bobb, Patrick Boyd, Dorothy Clement, Rudy G. Clements, Thane Colwash, Nancy Culps, Versa Fuentes-Smith, Isaac George, Leland George, Rodney Guerin, Cheryl Heath, Larry Holliday, Cyril Jim, Albert Kalama Sr., Danni Katchia, Gary Katchia, Louis D. LeClaire, Robert Lucei, Sandra Main, Aaron Mitchell, Natalie Moody, Gene Sahme, Jeffery

Sanders Jr., Phyllis Shawaway, Angelena Smith, Ava Smith, Denise A. Smith, Janell Smith, Rhonda Smith, Kathleen Spaulding, Valerie Squiemphen, Herbert Stwyer Jr., Clinton Switzer, Frankie Switzer, Jason Tohet, Gloria Warner, Roderick Wesley, Ramona Wewa, Teshina Winishut, Serina Wolfe.

Juror orientations will be held on November 5 at 4 p.m. Jury Duty will be on November 6, November 13, November 20, December 4, December 11 and December 18 at 8:45 a.m.

If you fail to appear on the dates and times listed above, you may be charged with contempt of court.

Kah-Nee-Ta

For employment information at Kah-Nee-Ta call 553-1112, and ask for Personnel or the Human Resources Department.

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