

Tribal jobs

See Amelia Tewee in the personnel department to submit an application, or call 541-553-3262. View full descriptions and apply online at www.ctws.org. For jobs at Kah-Nee-Ta, go to kahneeta.com.

Education: General Manager.

Assure that all aspects of education, child development, work experience, and skill development programs of the Warm Springs Reservation be carried out in keeping with policies and rules of the organization.

Directly supervise department heads and supervisors of programs, including but not limited to hiring, training, staff development, scheduling, performance appraisal, promotions, compensation, discipline and termination.

Masters degree in Education or related field. Minimum three years line supervision experience. Thorough knowledge of education systems within Confederated Tribes of Warm Springs, and outside the reservation. Urbana Ross 553-3228. Closes 4/8.

Head Start Program Administrator.

Administrator and oversee the Head Start and Early Head Start programs. Monitor progress of programs to ensure compliance with the Head Start Performance Standards. Oversee the hiring and supervision of program staff according to the Tribal Personnel Policies. Prepare and oversee the Head Start/Early Head Start budgets and plan/implement short/long term goals for program services. Develop and complete federal grants to continue funding the two programs. Bachelor's degree in Early Childhood Education or related field. Three years related experience working with children and families. Two years of supervisory experience. Knowledge of tribal policies and procedures, organization, administration, early childhood education issues and policies. Excellent communication skills in written/oral form are essential. Proficient in data collection, computers & management of data. Knowledge of Tribal, Oregon State, National Administration Codes, regulations and children with disabilities, plan for and to meet deadlines. Pass a criminal background

check, both State and Tribal. Valid Oregon Driver's License. Must be willing to travel to training, maintain flexible work hours and attend some evening meetings as needed. Salary Range \$40,731. Yr. Urbana Ross 553-3242. Closes 4/8.

Day Care Teacher.

According to Childcare Certification regulations. Practice full inclusion of children with disabilities and diverse development, elementary education or related field. One year experience in a preschool setting. Develop positive relationships with children, parents and co-workers. Work as a team player, act in a professional manner and maintain a positive attitude. Ensure that children regularly experience one or more of the local Indian languages and heritage practices. Establish clear expectations for children and adults in the classroom and consistent routines according to posted classroom schedules and classroom rules. Coordinate leave and breaks with Lead Teacher to ensure that classroom assigned has proper coverage according to Childcare Certification regulations. Practice full inclusion of children with disabilities and diverse backgrounds. Be in good excellent physical condition and able to safely lift children up to 50 pounds. Perform comparable duties of a related nature and assist in other areas where staffing shortages exist. Be enrolled in the Oregon History Registry; possess first aid/CPR and food handler's certification. Comply with Drug Free Workplace Policy; The Personnel Manual, ECE Policy Manual, Child Care Division Rules and Regulations and CACFP/USDA Standards. Salary Range \$20,187. Yr. Karla Hood 553-3241. Closes 4/8.

Fire Management: Squad Boss/Fuels (3).

The Squad Boss is responsible for supervision of five (5) crew members in various work projects; carries out the planned work schedules and makes adjustments in work-load to meet the needs; plans for and picks up supplies and equipment; prepares the items for readiness; and inspects for safe use on all projects. Main duties are

using power tool to remove juniper and brush, and will required to fight fire under stressful conditions with hand and power tools from 8 - 16 hours. Valid Oregon Driver's License is required. Must be able to pass physical exam and arduous pack test. Preferred that applicant posses good oral/written skills. Salary Range \$13.41 hr. Brad Donahue 553-1146. Open Until Filled.

Fire Management: Senior Fire Fighters (Asst. E.O.)

Valid Oregon drivers license required. Periodically operates fire fighting vehicles and associated equipment involved with fire fighting. Fights fire with hand and power tools from 8-16 hours. Must be able to pass medical exam and fitness test. Preferred that applicant have working knowledge of 4-wheel drive vehicles, posses good oral/written skills and be familiar with reservation roads and landmarks. Salary Range \$11.95 hr. Jabbar Davis 553-1146. Open Until Filled.

Fire Fighter/Fuels (15 positions).

Main duties are using power tools to remove juniper and brush, and 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 posses Valid State Driver's License, good oral/written skills, is familiar with operation of fire fighting equipment, and reservation roads and landmarks. Pre-employment UA required. Salary Range \$11.74 hr. Brad Donahue 553-1146.

Gaming Commission: Surveillance Observer PT.

Maintain Surveillance on assigned areas. Record any irregular activity and report to the proper authority. Operate Surveillance equipment in accordance to casino policy, procedures and surveillance techniques. Maintain confidentiality. High School diploma or equivalent, one year casino surveillance experience, preferred but not required. Must have Drivers License, reliable transportation. Must be able to pass background Investigation. Salary Range Neg. Super-

visor 553-4893. Closes 4/8.

Managed Care Program: Health Systems Data Analyst.

Responsible for a wide variety of financial reports and spreadsheets, including weekly & monthly; as well as the annual 1099's. Process referrals and pay claims. Interact with both internal/external medical providers. Provide assistance to MCP patients with medical referral process, alternative resources and to providers with matters related to referrals, medical claims & payments as needed. Work closely with MCP Supervisor and the Health Systems Specialist maintaining a "team" effort at all times. Maintain patient privacy & medical records confidentiality. Proficient in Excel & Word to provide accounting & budgetary reports as requested. Responsible for operational purchases, tracking and logging for department. Provide computer support as needed. Attitude and motivation of prime importance. Provide positive "Acting" supervision, instruction and guidance to support staff in absence of supervisor. Must maintain an extremely high work ethic as position is extremely busy and needs constant focus requiring high organization skills. A.S. Degree in health administration; 2 years experience or 5 years experience in health care with 2 years supervisory experience. PLEASE ATTACH A RESUME 7 COVER LETTER TO APPLICATION. Salary Range \$26,707. Yr. To \$40,594. Yr. Elina Langnese 553-4948. Open Until Filled.

Managed Care Program: Health Systems Specialist.

Research and process medical claims weekly for prompt payment. Research and process denials of payment for service, Verify, audit, and enter data for processing payments. 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 medical referral process and alternate resources, answer questions in a tactful, timely manner. Provide assistance to medical providers

with matters related to referrals, medical claims, and payments. Answer questions in a tactful, timely manner. Maintain patient privacy, claims, and payments. Answer questions in a tactful, timely manner. Maintain patient privacy, medical records confidentiality. Utilize PaperClip Document Management and Imaging System in daily processes. Knowledge of CPT & ICD-9 reimbursement process a plus, while PC knowledge is essential. Attitude and motivation of prime importance. Must maintain a high work ethic with ability to work under minimal supervision.

Education/Experience/Skills: High School Diploma or equivalent with 3 years medical office experience. Proficient written and oral communication skills. PLEASE ATTACH RESUME & COVER LETTER TO APPLICATION. Salary Range \$22,026. Yr. To \$32,292. Yr. Elina Langnese 553-4948. Open Until Filled.

Wildlife Biologist.

Implement reservation deer research telemetry project for the next three years. Analyze deer data and vegetation data layers to assess priority area on the reservation for restoration needs. Implement restoration projects for deer recovery on the reservation and also work on restoration projects at Pine Creek Conservation area near Clarno. Determine the ecological impact of various land use activities on wildlife resources for the Warm Springs Indian Reservation. Determine restoration priorities through deer telemetry research and implement those priorities. Works independently and supervises wildlife technicians to project completion. A thorough knowledge of wildlife ecology and management techniques. Working knowledge of evaluating impacts and writing Project and/or Biological Assessments, and ESA consultation. Technical and grant writing skills for matching funds preferred. Prior habitat restoration experience preferred. Four year degree in wildlife biology, ecology, management, or related field. Two years of professional experience in wildlife management. Valid State Driver' license. Successfully pass a drug test.

Salary Range \$35,000. Yr. To \$45,000. Yr. Doug Calvin 553-2001. Open Until Filled.

Wildlife Biologist.

Determine the ecological impact of various land use activities on wildlife resources for the Warm Springs Indian Reservation. Perform wildlife surveys including endangered species affected by proposed timber sales and other environmental impacts. Design, implement, and monitor mitigation actions associated with land use activities and other environmental impacts while perform ESA consultation and compliance. Timber sales and land use planning; species and habitat monitoring; ESA consultation and compliance. Public education and information; wildlife damage complaints; and supervising technicians, aides and trainees. Thorough knowledge of wildlife ecology and management techniques. Working knowledge of evaluating impacts and writing Project and/or Biological Assessments, and ESA consultation. Technical and grant writing skills. Four year degree in wildlife biology, ecology, management, or related field. Two years of professional experience in wildlife management. Valid Oregon Driver's license. Successfully pass a drug test. Salary Range \$35,000. Yr. to \$45,000. yr. Doug Calvin 553-2001. Open Until Filled.

High Lookee Lodge: Personal Service Assistant.

High Lookee is looking for full time and part time on call personal service assistants to provide residents of High Lookee Lodge with personal services including transferring, bathing, toiletry functions, grooming, house-keeping, laundry, social recreational activities, delegated tasks medication assistance, meal services and other assigned tasks as needed for resident well being. Must have good communicational skills both verbally and written. Able to lift 30 lbs regularly (up to 50 lbs) and pass a criminal background check. Must be dependable and available to work all shifts. Salary Range \$9.00 Hr. To \$11.00 Hr. Susan Surgeon 553-1182. Open Until Filled.

In the Tribal Court of the Confederated Tribes of Warm Springs

Eleanor Williams, petitioner, vs. Richard Suppah, respondent. Case RO 35-11. To Eleanor Williams/Richard Suppah:

You are hereby notified that a petition for restraining order has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing

scheduled for 10:30 a.m. on April 27, 2011 at the Warm Springs Tribal Court.

Confederated Tribes of Warm Springs, petitioner, vs. Marlene Badroad, respondent. Case no. JV90-99. To Marlene Badroad:

You are hereby notified that

a show cause has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 4 p.m. on May 3, 2011 at the Warm Springs Tribal Court.

Confederated Tribes of Warm Springs, petitioner, vs.

Ellen Jackson-Palmer/Darreck Palmer, respondent. Case no. JV27-06; JV2-08; JV105-03; and DO55-01. To Ellen Jackson-Palmer/Darreck Palmer, respondents:

You are hereby notified that a jurisdictional has been filed with the Warm Springs Tribal Court. By this notice you are

summoned to appear in this matter at a hearing scheduled for 3 p.m. on May 5, 2011 at the Warm Springs Tribal Court.

Confederated Tribes of Warm Springs, petitioner, vs. Eddie Sconawah/Lillian BlackWolfe, respondents. Case no. JV196-98. To Eddie

Sconawah/Lillian BlackWolfe:

You are hereby notified that an annual assisted guardianship review has been with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 11 a.m. on May 9, 2011 at the Warm Springs Tribal Court.