

## Stolen from my home

18" painted geometrical design (top burned)  
Large mechanics tool box full of tools  
New wood cutting axe

Reward - call 541-553-1538

Title: **Financial Independence Coordinator** (Individual Development Account Program Coordinator)

Level: Program Coordinator  
Reports to: Managing Director

**General Summary:** This position is responsible for the administration of AFI and Oregon IDA matched savings account and coordination of financial education programs, which help low-income adults and youth build assets and move toward financial independence and self-sufficiency. Warm Springs Community Action Team manages two IDA programs for adults and youth through grants from the Oregon Housing and Community Services and US DHHS. The IDA Program Coordinator is a full-time position located in Warm Springs, OR.

### Essential Functions:

- 1. Manage overall program operations.**
  - Institute and maintain systems for tracking workflow and processes throughout all phases of program coordination, including eligibility/application checklists, budget/expense worksheet, and hardcopy document organizers.
  - Recruit and enroll new participants and provide case management during savings and drawdown period.
  - Review application and eligibility for participation in program.
  - Serve as primary liaison to financial institution partners to open and close accounts and resolve account issues and assist with maintenance of other collaborative relationships.
  - Develop calendar of financial education sessions and manage outreach activities for maximum participation.

### 2) Manage and maintain all participant and account data.

- Maintain accurate and up-to-date participant information, including entry/exit from system and tracking activity through dedicated IDA software.
- Prepare monthly Individual Development Account (IDA) statements
- Focus on automating and streamlining data processes as the program grows.

### 3) Coordinate Financial Education and asset specific training to IDA participants.

- Coordinate financial education sessions to provide comprehensive financial education for both adult and Youth participants.
- Track participant participation in both financial education and asset specific training.
- Teach, when required, some financial literacy or asset specific training sessions.
- Participate in other WSCAT programs, as needed, to ensure successful fulfillment of other grants, contracts, etc.

### Minimum Requirements:

- At least one year experience with data-management especially using Access-based information systems. Knowledge of AF12 and/or VistaShare a plus. Skilled with Excel, and Word. Ability and comfort level learning new software packages.
- Flexible, energetic, self-starter, detail oriented, organized with a focus on performance goal delivery.
- Valid Drivers license and vehicle.

Highly developed written and verbal communication skills.

Experience working with at-risk youth and adults with low incomes. Well-developed interpersonal skills. Ability to get along well with diverse personalities—tactful—mature—flexible.

### Desired Competencies:

- 1+ years experience teaching, group facilitation and/or training for adults or youth.
- Experience with community organizations and diverse adult and youth populations.
- Knowledge of IDA Programs, Asset Building and/or economic development strategies.

Send resume and writing sample to: [ida@warmspringsprogress.net](mailto:ida@warmspringsprogress.net) or mail to: Warm Springs Community Action Team, P O Box 1419, Warm Springs, OR 97761

### Job Title: Grant Accountant

**Primary Role:** provides primary accounting function for all grants, contracts, and special programs.

### Typical Duties & Responsibilities:

- Initiates financial accounting for grants and contracts including documentation, compliance, reporting, and reconciling. Works closely with project investigators and managers to assure open lines of communication with administrative offices.
- Acts as a pre-award grant budgeting resource and reviews grant and contract proposals - makes recommendations to the Controller. Provides assistance to grant procurement officer in renewing and extending existing grant proposals.
- Monitor effort reporting as related to allocation of salaried employees' time spent on grants.
- Coordinate and prepare, on a timely basis, information related to external reporting requirements associated with all grants, contracts and special programs.
- Assist with year-end close including information used in the A-133 audit.
- Performs related duties as assigned.

### Responsibilities include:

- Day to day accounting functions to properly allocate grant revenues and expenditures in accordance with funding guidelines and recognized cost principles.
- Collaborate with principal investigators to develop and monitor budgets; provide financial reporting to external agencies as needed.
- Position Qualifications:
  - Bachelors Degree in Accounting preferred.
  - Experience in non-profit organization work environment with specific emphasis in grant accounting is desirable.
  - Three years minimum accounting experience sufficient to demonstrate knowledge of accounting procedures and regulations, especially those pertaining to cost principles associated with A-21 and A-110.
  - Advanced knowledge of desktop software applications.
  - Excellent communication skills, both verbal and written are essential. (For the above and the following two jobs, please navigate to: [warmspringsprogress.net/currentjobs.aspx](http://warmspringsprogress.net/currentjobs.aspx) for position descriptions, application forms and directions.)

Job Title: **Associate Director**  
Job Description: We are looking for a detail-oriented and systematic Finance and Administrative Director to handle financial management, administration and office information systems. Duties include but are not limited to:

- Maintain records and en-

sure that financial, information systems, administration and human resource policies and procedures are updated and documented

- Manage payroll and benefits
- Update and provide to staff information with regard to personnel and benefits policies
- Review and facilitate the updating of Personnel Policy Manual
- Manage the budget and reporting process with board and staff

- Analyze and provide financial reports to Directors and staff for decision-making purposes
- Work with development and program staff to construct proposal budgets and financial reports for grants
- Maintain relationships with vendors
- Manage day-to-day financial activity including but not limited to check writing, deposits and bank reconciliations
- Act as primary liaison to auditors for annual audit and Form 990 preparations
- Assist maintaining of office equipment, computers, and software

### Qualifications:

- At least three years of experience in managing financial and administrative functions
- Experience preparing and presenting budgets and financial reports
- Comfort working with all levels of management
- Ability to communicate financial issues clearly to others
- Outstanding computer skills, including mastery of spreadsheet, bookkeeping and database software
- Strong interpersonal, communication and facilitations skills
- Legal right to work in the United States
- Additional Qualifications (not required, but beneficial):
  - Non-profit experience strongly preferred
  - Microsoft Office and Quickbooks experience preferred
  - Interest and experience in international cross-cultural education a plus

### Job Title: Small Business Counselor

The Small Business Counselor will counsel business owners and prospective business owners. The purpose of the business counseling is to assist their business ventures to grow, expand and become more profitable. This position may require evening or weekend work on an occasional basis. In addition to excellent oral and written English language skills, incumbent must demonstrate sensitivity to local cultural and historical perspectives.

**Responsibilities and duties**  
Employee will conduct business counseling for startup clients, emerging businesses and establish businesses, both in office and at the client business site. This position may include work with clients when they are available, including some evening and weekend meetings.

Uses electronic files to create, retrieve and modify counseling files as needed.

Maintains confidentiality of client records and counseling sessions.

Performs financial analysis of business records and provides instructions to business owners and pre-venture businesses.

Coaches businesses through financial loan package development, business plan development or other company-specific projects. Supports client in establishing and achieving business performance goals.

Conducts seminars as needed related to accounting, business startups, business

planning, marketing, human resources issues, and other business related topics.

Uses technology tools to accomplish counseling goals - standard Microsoft Office programs with few specialized applications related to coordination of planning, reporting activity and scheduling.

Established positive, non-threatening, working relationship with clients. Refers clients to professionals for expert legal and financial advice.

- Knowledge of:
- Modern office practices, procedures, and equipment
  - Word processing, desktop publishing and spreadsheet applications
  - Record keeping techniques
  - Correct English usage, grammar, spelling, punctuation and vocabulary
  - Interpersonal skills using tact, patience and courtesy
  - Telephone techniques and courtesy

Ability to:

- Perform a variety of general clerical and typing duties of average difficulty without close supervision

- Operate a word processor, typewriter, calculator, copy machines and personal computer
- Maintain records and prepare reports
- Understand and follow oral and written directions
- Type at 50 words per minute
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Communicate effectively, both orally and in writing

**Education and experience:**  
Requires a Bachelor's degree in Business, Finance, or business-related field; Masters of Business Administration (preferred). Previous successful business experience will be considered a plus.

**Work Direction, Lead and Supervisory Duties:**  
Occasional supervision of Intern and/or Office Staff for completion of projects

**Physical Effort:**  
General duties in normal office environment - activities related to dealing with client issues may involve ability to traverse rough ground in order to get to client worksites. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms. This position will require the ability to drive to client sites and may require travel to attend conferences, meetings and trainings. A drivers license with a clear record and current automobile insurance is required.

The employee must occasionally lift, and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

## Tribal jobs

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

### Education: Day Care Teacher.

Assist Day Care Lead Teacher in providing a safe, nurturing, and stimulating learning environment for a group of 6 weeks-12 year old children that enhances the development of each child. Salary Range \$20,187. Yr. Karla Hood 541-553-3241. Closes 11/4.

## Hydro maintenance

The following is a full time position with Portland General Electric. Warm Springs Power and Water Enterprises is funding this position and will be assisting with the application and preliminary interview process. Upon hire the employee will be a PGE union employee. This position is open to Warm Springs tribal members and those who are married into the tribe as defined by the Tribal Council Resolution no. 8363.

Position of: Hydro maintenance.

Headquarters: Pelton Round Butte office, Madras. Contact: Jim Manion, 541-553-1046.

PGE position no.: 08997.  
Starting rate: \$12.91 per

hour. Current hours: Monday-Friday, 7 a.m.-3:30 p.m. Approximate start date: Jan. 3, 2012.

Under the direction of the hydro maintenance foreman, provide support in the inspection, operation, construction, and maintenance of the project equipment, systems and structures excluding electrical repairs of plant generating equipment. Operate all types of equipment other than heavy equipment. Possess a valid driver's license. Regularly pass a criminal and identity background check in compliance with FERC, NERC, WECC and CIP regulations. Preplacement medical examination and physical capacity testing are required. Closing date is Nov. 10.

### \*CPS: Provider.

Provide daily care to children from infant to 18 years of age who are victims of abuse or neglect. Salary Range \$21,630. Yr. Angela Sanders 541-553-3209. Closes 11/11.

### Natural Resources: Forestry Crewmember.

Member of six person crew. Will be operating chainsaw, power pole pruner, powered brush cutters and or typical brush cutting tools, such as axe, Pulaski, and hand loppers. Salary Range 10.00 Hr. Woodrow Picard 541-553-2416. Open until filled.

### Natural Resources: Conservation Enforcement Ranger.

Represent the Confederated Tribes of Warm Springs Reservation of Oregon Branch of Natural Resources as a commissioned Law Enforcement Officer. Perform all aspects of Natural Resource protection, conservation and education. A current commission certification from an accredited law enforcement academy. Must be 21 years old. A Valid Oregon Driver's License and Boater Education Certificate. Successfully pass a drug test and background check. Work weekends/weekdays including holidays and rotational shifts Salary Range \$25,000. Yr. To \$35,000. Yr. Doug Calvin 541-553-2001. Open until filled.

### Public Safety: Lt. of Corrections.

Oversee the overall operation of the Warm Springs Corrections Facility, see that the Correctional industry Operational Standards are met for the protection of the Warm Springs community and its people. Must not have any felony convictions, misdemeanors involving trust. Must not have any other misdemeanors within the last year. Must not have filed bankruptcy within the last five years. Must have an Advanced Certification in corrections from DPSST. Must have worked in a correctional facilities supervisory or management position of Sergeant of higher for at least 5 years. No "Giglio" misconduct in their backgrounds that could have the potential to impeach an applicant or employee. This information may include, but is not limited to; (a) specific instances of conduct of the employee which might be used for the purpose of attacking the witness's credibility or character of truthfulness (b) evidence in the form of opinion or reputation as to an employee's character for untruthfulness; (c) prior inconsistent statements or (d) information that may be used to suggest that an employee maybe biased including any awards and/or incentive pay-

ments given or made to the employee for work on the case. Salary Range \$50,000. Yr. To \$57,000. Yr. John Webb 541-553-1002. Open until filled.

### Public Safety: Court Bailiff.

High School Diploma or equivalent. Salary Range \$25,000. Yr. To \$35,000. Yr. Dennis White 541-553-3343. Open until filled.

### Public Safety: Police Officer.

High School Diploma or equivalent. Must pass pre-employment test: basic math, spelling, reading, comprehension and writing. Must maintain all minimum requirements during employment. Salary Range \$25,000. Yr. To \$35,000. Yr. Dennis White 541-553-3272. Open until filled.

### Public Safety: Corrections Officers.

Supervise and enforce rules in the daily operation of the facility by ensuring the safety and security of inmates, staff and the public. Hours vary and include weekend, holidays. Entry level position, High School diploma or equivalent required. Must be 21 years of age or older. No felony convictions on record, No misdemeanor convictions within one year of application. Valid Oregon Driver License with Insurance. Salary Range Neg. John Webb 541-553-3309. Open until filled.

### Public Safety: Telecommunications Officer.

Receive Emergency 911 calls for service, relay and deploy emergency personnel police/fire/medical. Deal daily with public in person and on phone, classify, record and maintain all communications logs and reports. On a daily basis operate under stressful and emergency situations, working rotating shifts including nights, weekends and holidays along with some overtime. Able to use computer operated systems, multi-tasking needed, type 40 wpm or more, pass post-test, extensive background check, attend Oregon police academy for telecommunication, emergency medical dispatch. Salary Range \$20,187. Yr. To \$24,900. Yr. Oswald Tias 541-553-3272. Open until filled.

For jobs at Kah-Nee-Ta go to: [kahneeta.com](http://kahneeta.com)

## In the Tribal Court of the Confederated Tribes of Warm Springs

WinterDawn / Brian Renfro, Petitioner, vs. Annie Fuiava, Respondent; Case No. DO125-11. TO: Annie Fuiava / Caroline Johnson

YOU ARE HEREBY NOTIFIED that a Conservator Guardian 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 17th day of November 2011 @ 11:00 am, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. Keith Jackson, Respondent; Case No. JV74-10 / JV75-10.

### TO: Keith Jackson:

YOU ARE HEREBY NOTIFIED that a Review 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 8th day of December 2011 @ 9:00

am, at the Warm Springs Tribal Court.

CTWS, Petitioner vs. FLORA FRANK, Respondent; Case No. JV181-96. TO: FLORA FRANK:

YOU ARE HEREBY NOTIFIED that a REVIEW HEARING 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 28th day of NOVEMBER 2011 @ 4:00 Pm, at the Warm Springs Tribal Court.

CTWS Credit, Petitioner, vs. Merlin Tom, Respondent; Case No. DO39-10. TO: Mer-

lin Tom.

YOU ARE HEREBY NOTIFIED that a Petition to settle home loan 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 28th day of November 2011 @ 9:30 am, at the Warm Springs Tribal Court.