



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.

Compensation & Benefits: Coordinator:

Serve as a liaison between employees, managed care program, various providers and representative of outside administrators and other outside entities. Communicate Pension, Workers' Compensation and other benefits (medical, dental, vision, prescription, life, flex and disability) information to employees. Ensure eligibility for benefits. Reconcile, balance and pay billings. Monitor hires, personnel actions and terminations for coordination of benefits. Review benefits (counsel) with new and current employees and resolve customer questions, complaints and requests, frequently involving some benefits policy interpretation. Maintain confidentiality. Process cash payments (medium). Remain current on new and changed laws, rules and regulations of group benefits. Attend Safety Committee meetings and present monthly Workers' Compensation reports. High School Diploma or equivalent. Two years office experience. Entry level accounting experience. Excellent personal computer skills; database, spreadsheet and word processing. Alpha and numeric filing skills, good spelling and written grammar skills. Excellent interpersonal skills; written, verbal and listening. General office equipment. Salary Range \$22,026. Yr. Lupe Katchia 541-553-3498. Open until filled.

Education: Head Start Bus Driver:

Provide safe and supervised transportation for children and families to and from school on fixed route. Nurture and guide children in a manner that fosters positive development. Communicate program information between parents, teaching staff. Physically fit for assisting children off and on the school bus and dealing with emergency situations. High School diploma or equivalent required. Must possess a valid Oregon CDL with passenger and school bus endorsement, with a clean driving record for 3 years verified by DMV. Must provide core bus training certification verification of required 15 hours behind the wheel and 8 hours of core training. Must pass the criminal history both state and tribal. Must be currently certified on First Aid/CPR and Food Handlers certification. Attend and participate in training, workshops, conferences etc. Conduct and monitor daily bus maintenance checks and

refer maintenance needs. Salary Range \$24,037. Yr. Kirstin Hisitake 541-553-3242. Open until filled.

Education: Head Start Bus Monitor:

Provide safe and supervised transportation for children and families to and from school on fixed route. Assist bus driver and teachers in class room and field trip activities. Nurture and guide children in a manner that fosters positive development. Physically fit for assisting children off and on the school bus and dealing with emergency situations. High School diploma or equivalent. Ability to obtain/possess a valid Oregon Driver's License, willing to obtain CDL with passenger and school bus endorsement. Must pass the criminal history background check both state and tribal/ Maintain confidentiality of children and families, co-workers. Attend and participate in training, workshops, conferences, etc. Salary Range \$16,961. Yr. Kirstin Hisitake 541-553-3242. Open until filled.

Education: Family Service Worker:

Assist the Family Partnership Coordinator in family recruitment, enrollment, partnership and attendance activities. High School Diploma or GED required. One year of experience in working with families. Good communications, record keeping and time management skills. Maintain confidentiality, a team player, flexible with a positive attitude. Respectful of cultural differences, work with families of diverse backgrounds. Have a reliable transportation with a valid license and insurance. Excellent physical condition. Obtain CPR and food handlers certificate. Willing to work some evenings, participate in programs in service staff training, travel for out of town training. Pass a criminal background check both Tribal and State. Salary Range \$16,961. Yr. Kirstin Hisitake 541-553-3242. Open until filled.

Fire Management: Wild Land Fire Fighter:

Fights fire under stressful condition with hand and power tools from 8-16 hours. Must be able to pass medical exam and fitness test. Preferred that applicant possess a valid Oregon Driver's License, good oral & written skills, and be familiar with operation of firefighting equipment. Must be committed and is required to be away from home for a long period of time during the fire season. (Unless a family emergency occurs within the immediate family.) Must have a telephone or a reliable message phone, and be available and on call 24 hours a day during the fire season. Tribal member preference. Salary Range 11.95. To \$13.41 Hr. Renso Rodriguez 541-553-1146. Open until filled.

Fire Management: Senior Firefighter:

Valid ODL required. Periodically operated firefighting

vehicles and associated equipment involved with firefighting. 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, possess good oral written skills and be familiar with reservation roads and landmarks. Tribal member preference. Salary Range \$11.95 Hr. Jabbar Davis 541-553-1146. Open until filled.

Fire Management: Squad Boss Fuels:

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 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. Valid Oregon Driver's License is required. Must be able to pass physical exam and arduous pack test. Preferred that applicant possess good oral/written skills. Tribal member preference. Salary Range \$13.41 Hr. Glenn Smith 541-553-1146. Open until filled.

Fire Management: Fire Fighter/Fuels:

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 applicant possess' Valid Oregon Driver's License, good oral/written skills, and be familiar with operation of firefighting equipment, and reservation roads and landmarks. Pre-employment U.A. required. Tribal member preference. Salary Range \$11.95 Hr. Glenn Smith 541-553-1146. Open until filled.

Fire Management: Look-out (Eagle, Sidwalter, Shitike):

Must be dependable (available 7 days/week), possess the ability to work alone, sit for long hours and climb and work in 90-100' tower. Position required good verbal communication skills, eyesight, and ability to read maps, fire finders and weather instruments. Valid ODL required. Employee must furnish their own subsistence or provide their own transportation to and from work site. Selected individual must be willing to work extended shifts and weekends. Tribal member preference. Salary Range \$11.95 Hr. William Wilson 541-553-1146. Closes 5/11.

CPS: Protective Care Provider:

Provide protective care services in a residential set-

ting, on a 24-hour basis, to children who are victims of physical abuse, sexual abuse, or child neglect. High School Diploma or GED. A valid Oregon driver's license. One year of related experience. Client Confidentiality. Pass a criminal background screening as required by Tribes, State or Federal law enforcement. Salary Range Neg. Ron Hager 541-553-3209. Closes 5/4.

Community Health: Nurse:

RN needed for Tribal Community Health Department to provide nursing services in clinic and community settings such as home, corrections, and daycare in addition to other settings as needed. Public Health background preferred, able to work independently and with multidisciplinary teams, communicate well with team members and provide therapeutic nursing care. Must pass a background check, possess a valid Oregon Driver's License and submit to a drug test. Salary Range \$50,506. Yr. To \$55,393. Yr. Elizabeth Johnson 541-553-2460. Open until filled.

Community Health: Nutritionist:

RD needed to assist with nutritional assessment, education, and planning in Tribal Community Health Department. WIC experience preferred. Most work in clinical setting, some community settings possible. Must be able to work independently as well as with other team members, communicate well, and provide compassionate care. Must possess a valid driver's license, pass a background and drug test. Salary Range \$45,151. Yr. To \$48,339. Yr. Elizabeth Johnson 541-553-2460. Open until filled.

Managed Care: Health Systems Specialist:

Research, process medical claims weekly for prompt payment. Research, process denials of payment for service. Verify, audit, 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 patient, informing vendors. Provide assistance to MCP patients with medical referral process, alternate resources, answer questions in a tactful and timely manner. Assist medical providers with matters related to referrals, medical claims, payments. Answer questions in a tactful, timely manner. Excellent phone etiquette a must. 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, motivation of prime importance. Must maintain a high work ethic with the ability to work under minimal supervision. Position is extremely busy, needs constant focus requiring high organizational skills. Maintain a

CRITFC Staff Accountant

This position provides support to accounting functions. It backs-up accounts payable by receiving & processing purchase orders, analyzing A/P and tying it to the general ledger. It also assists the recording and reconciliation of fixed assets.

The position also helps maintain accounts receivable; ensures weekly bank deposits, maintenance of credit card, charge account and petty cash accounts; prepares general ledger journal entries; assists in special project management; participates in internal and external audit; and works in other areas managed by the Department.

Job Requirements/Qualifications: This position is expected to exercise independent judgment and initiative in performance of duties and assignments, and should have experience in working with all levels of accounting and demonstrate the ability to work cooperatively with other staff. Confidentiality of information is required. Bachelors Degree in Accounting or Business (concentration in accounting) preferred. Bachelors Degree in Business or Associates Degree in Accounting, required. Closing date for applications to be accepted is **May 18, 2012**. Visit the employment page at: www.critfc.org for a full job announcement and instructions for the required application process.

Chandra K. Wilson, Human Resources Assistant, (CRITFC) 503.238.0667 ext. 1355.

"Team" effort at attitude all times is imperative. High School Diploma or equivalent. 3 years medical office experience. Proficient written, oral communications skills. Attach a resume/cover letter with Application form. Salary Range \$22,026. Yr. To \$32,929. Yr. Elina Langnese 541-553-4948. Open until filled.

Natural Resources: Farm Supervisor:

Knowledge of basic farming techniques, irrigation systems, and farm equipment and machinery. Manage a soil fertility plan. Manage farm operations, farm equipment, tools and supplies. Purchase machinery, equipment and supplies, such as tractors, seed, fertilizer and chemicals. Experience in agricultural markets. Coordinate harvests and sales. Five years working in Farm Management with supervisory experience and a minimum 10 years in diverse irrigated agricultural crop productions. Bachelor of Science degree in agriculture or related field. Willingness to work weekends, & holidays. Travel rough and steep terrain, in variable weather, while carrying field gear and collection equipment. Ability to lift up to 50 lbs. Valid Oregon Commercial Driver's License and Insurance. Salary Range \$45,000. Yr. To \$60,000. Yr. Bill Reynolds 541-553-2010. Open until filled.

Natural Resources: Watershed Crew Techs:

The Crew Lead and two crew Technicians will work under the supervision and support of a professional Hydrologist and be responsible for organizing and leading the crew. This position also requires working as a team ability to follow instructions and record detailed data and having a valid driver's license. Prior field experience, education, knowledge in watershed/stream/fish habitat assessment, demonstrated teamwork/leadership skills. Tribal member preference. Salary

Range \$11.00 Hr./13.00 Hr. Jamie Sheahan 541-553-2028/ Closes 5/11.

Natural Resources: Fish & Wildlife Tech:

Assist with Habitat Program field duties which will include: fence building and maintenance, water trough maintenance, monitoring, planting. Must have valid Oregon Driver's License. Skills with hand tools, ATV and chainsaws. Tribal member preference. Salary Range \$10.00 To \$12.00 Hr. Scott Turo 541-553-2025. Closes 5/25.

Public Safety: Police Officer:

High School Diploma or equivalent. Must pass pre-employment test; basic math, spelling, reading, comprehension and writing. Must submit to pre-employment drug test. Physical examination required. Must pass DPSST academy (16 weeks). Must complete academy within one year of hire. Must be 21 years of age. Possess a valid Oregon driver's license. No bankruptcies. No felonies or Domestic Violence. No misdemeanor convictions within one year. Must maintain all minimum requirements during employment. Salary Range \$29,675. Yr. To \$37,689. Yr. John Webb 541-553-3272. Open until filled.

Public Safety: Corrections Officers:

High School Diploma or equivalent. Must pass pre-employment test: basic math, spelling, reading, comprehension and writing. Salary Range \$24,037. Yr. To \$36,054. Yr. John Webb 541-553-3272. Open until filled.

Public Safety: Bailiff:

High School Diploma or equivalent. Must pass pre-employment test, basic math, spelling, reading, writing comprehension. Salary Range \$25,000. Yr. To \$34,800. Yr. John Webb 541-553-3343. Open until filled.

In the Tribal Court of the Confederated Tribes of Warm Springs

CTWS, Petitioner, vs. Johanna James-Mathison/ Jaime Becerra, Respondent; Case No. JV276-01. TO: Jaime Becerra:

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 1st day of June, 2012 @ 9:30 a.m., at the Warm Springs Tribal Court.

Marissa Kalama, Petitioner, vs. Keith Charley Jr., Respondent; Case No. RO43-12. TO: Marissa Kalama/ Keith Charley Jr.: YOU ARE HEREBY

NOTIFIED that a 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 the 16th day of May, 2012 @ 9:30 am, at the Warm Springs Tribal Court.

Arlene K. Smith, Petitioner, vs. Vernon Smith Sr., Respondent; Case No. RO45-12. TO: Arlene K. Smith/ Vernon Smith Sr.: YOU ARE HEREBY

NOTIFIED that a 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 the 18th day of May, 2012 @ 10:30 am, at the Warm Springs Tribal Court.

Alicia Yazzie, Petitioner, vs. Garrett Suppah Jr., Respondent; Case No. RO44-12. TO: Alicia Yazzie/ Garrett Suppah Jr.: YOU ARE HEREBY

NOTIFIED that a 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 the 16th day of May, 2012 @ 10:30 am, at the Warm Springs Tribal Court.

Theyliah Suppah, Petitioner, vs. Tiffney Yallup, Respondent; Case No. DO24-12. TO: Theyliah Suppah/Tiffney Yallup: YOU ARE HEREBY

NOTIFIED that a Name Change 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 31st day of May 2011 @ 4:00 pm, at the Warm Springs Tribal Court.

Stephanie Chapman-Pratt, Petitioner, vs. William Esquiro, Respondent; Case No. DO59-12. TO: Stephanie Chapman-Pratt/William Esquiro: YOU ARE HEREBY

NOTIFIED that a Name Change 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 6th day of June 2012 @ 9:00 am, at the Warm Springs Tribal Court.

Neda Wesley, Petitioner, vs. Barbie Shields, Respondent; Case No. DO46-12. TO: Barbie Shields: YOU ARE HEREBY NOTIFIED that a ELDER PROTECTION 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 25th day of APRIL 2012 @ 4:00 pm, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. Marlene Badroad, Respondent; Case No. JV90-99. TO: Marlene Badroad: YOU ARE HEREBY

NOTIFIED that a Assisted Guardianship 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 23 day of July, 2012 @ 4:00 p.m., at the Warm Springs Tribal Court.