



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.

Comp and 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. 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: Day Care Teacher.

Must meet Child Care Division teacher qualifications; child care development college credits, teaching experience in a certified child care center. Will assist in completing child assessments, identifying individual child goals, lesson plans. Implement curriculum and best practices. Maintain Confidentiality of children & families, co-workers. Provide mentoring, training to volunteers, aids, new staff. Have excellent verbal and written communications

skill with children, parents co-workers administrative staff and others Work as a team player. Practice full inclusion of children with disabilities and diverse background. Maintain all sanitation, health standards by Child Care Division rules & Regulations. Be in good physical condition and able to safely lift children up to 50 lbs. Be enrolled in the Oregon Criminal History Registry, pass Tribal Background check. Maintain required certifications CPR & First Aid, Food Handlers and others. Comply with Tribal Personnel Policy Manual, ECE Policy Manual, Child Care Division Rules & Regulations and CACFP/USDA Standards. Salary Range \$20,187. Yr. Karla Hood 541-553-3241. Open until filled.

Education: Head Start Bus Driver.

Provide safe and supervised transportation for children and families to and from school on fixed route. 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. 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 Hisatake 541-553-3242. Open until filled.

Education: Substitute Teacher.

Entry level position, 18 years of age with a High School Diploma or equivalent. Good written, verbal skills. Assist teachers. Keep children in sight at all times. Interact with children positive, verbally, physically responding to their individual need. Assist Teacher with healthy clean and safe classroom, disinfecting tables, counter tops and diapering areas. Assure children wash hands before eating, after using restroom, coming in from outside. Complete daily observation sheets, attendance and USDA records and meal time procedures. Maintain Confidentiality of

children and families. Be in good excellent physical condition, able to lift children up to 50 pounds. Be enrolled in the Oregon History Registry and Tribal Criminal Registry, possess first aid/CPR and food handler's card. Comply with Drug Free Workplace Policy; Tribal Personnel Manual; ECE Policy Manual; Child Care Division rules, Regulation and CACFP/USDA Standards. Salary Range \$7.50 Hr. Karla Hood 541-553-3241. Open until filled.

Fire Management: Warehouseman.

Experience in inventory control, maintenance, and procedures related to Fire Management. Knowledge of chainsaws, hand tools, portable pumps and other supplies and equipment used in Fire Management. Must possess a valid ODL and have a clean driving record. Must have computer and communication skills, be in good physical condition and be available 24 hours a day, 7 days a week during the annual fire season. Tribal member preference. Salary Range \$11.95 Hr. To \$15.00 Hr. William Wilson 541-553-1146. Closes 5/18.

Forestry: Restoration Crew Driver.

Working member of six person crew. Will operate six passenger pickup truck and maintain daily records. Crew will operate small power equipment and hand tools while performing Natural Resources restoration projects. Valid Oregon State Driver's License required. Tribal member preference. Salary Range \$10.50 Hr. Doug Dunlap 541-553-8205. Open until filled.

CPS: Care Provider.

Provide protective care services in a residential setting, 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 ODL. One year of related experience. Client Confidentiality. Pass a criminal background screening as required by Tribes, State or Federal law enforcement. Salary Range Negotiable. Ron Hager 541-553-3209. Closes 5/18.

Human Services: 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 541-553-2450. Open until filled.

Human Services: 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. Linda Porter 541-553-2450. 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. 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. 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 "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 Elina Langnese 541-553-4958. 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 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. Must submit to pre-employment drug test. Physical examination required. Must pass DPSST physical standards and attend DPSST academy. 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 \$25,235. Yr. To \$36,054. Yr. John Webb 541-553-3272. Open until filled.

Public Safety: Court Bailiff.

High School Diploma or equivalent. Must pass pre-employment test, basic math, spelling, reading, writing comprehension. Pre-employment drug test. Physical Examination required. Must pass DPSST Physical standards and attend 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 misdemeanors convictions within one year. Must maintain all minimum requirements during employment. Salary Range \$25,000. Yr. To \$34,800. Yr. John Webb 541-553-3343. Open until filled.

Public Utilities: WW Treatment Plant Chief Operator.

Supervise the operations and maintenance of Wastewater Treatment Facilities & Collection System. Keeping in compliance with State and Federal requirements, while meeting the specific

Effluent standards established by NPDES permits. Will be required to obtain Wastewater Systems Certification in Level I and II and a CDL. Operate heavy equipment. Communicate effectively in written and oral form. High School Diploma and Valid Oregon Driver's License. Tribal member preference. Salary Range \$44,46. Yr. Roy Spino 541-553-3246. Closes 5/18.

Public Utilities: Maintenance.

Installs, replaces various locks, doors, windows, screens, floor coverings in a professional manner. Knowledge in the use of skill saw, table saw, nailer, etc. Ability to get along with a variety of personalities. Communicate effectively in written and oral form. High School Diploma and Valid Oregon Driver's License. Tribal member preference. Salary Range \$27,025. Yr. Dixon Davis 541-553-3246. Closes 5/18.

Public Utilities: Groundskeeper.

Basic Maintenance. Clean grounds, sidewalks and parking lots of debris and snow. Be able to work different shifts as the weather changes. Ability to get along with a variety of personalities. Communicate effectively in written and oral form. Must have a valid Oregon Driver's License and a High School Diploma. Tribal member preference. Salary Range \$27,025. Yr. Britton Metrokin 541-553-3246. Closes 5/18.

Tribal Council: Appeals Court Judges.

Judges to be appointed to the Court of Appeals, shall have the authority to hear appeals from final judgments and other final orders of the Tribal Court. Must have 1) A Juris Doctorate degree from a law school accredited by the ABA; 2) No felony or criminal convictions; 3) Demonstrate knowledge of Tribal Codes, Tribal Constitution and applicable laws; 4) Pass the Tribal Bar exam within 6 months of appointment; 5) Uphold the oath of office; 6) At least 26 years of age. Salary Range Negotiable. Charles R. Calica 541-553-5215. Closes 5/18.

In the Tribal Court of the Confederated Tribes of Warm Springs

CTWS, Petitioner, vs. Olin Charley / Ruby Bulloch, Respondent; Case No. JV303-03/JV304-03. TO: Olin Charley / Ruby Bulloch:

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 27th day of June, 2012 @ 9:00 a.m., at the Warm Springs Tribal Court.

Dorothea Barney, Petitioner, vs. Sacheen Estrada., Respondent;

Case No. DO64-12. TO: Dorothea Barney/ Sacheen Estrada:

YOU ARE HEREBY NOTIFIED that an 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 the 14th day of JUNE, 2012 @ 10 am, at the Warm Springs Tribal Court.

Charlene Smith, Petitioner, vs. Vicki Niday, Respondent; Case No. Do60-12. TO: Vicki Niday:

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 7th day of June, 2012 @ 4:00 p.m., at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. Marvin Edwards Jr. / Michelle Jim, Defendant CASE NO. DO55-08. TO: Marvin Edwards Jr. / Michelle Jim:

YOU ARE HEREBY NOTIFIED: That the above cited case(s), as filed in the

Warm Springs Tribal Court has been scheduled for a show cause hearing at 4:00 p.m. on the 25th day of June 2012.

CTWS, Petitioner, vs. Olin Charley/Ruby Bulloch, Respondent; Case No. JV303-03/JV304-03. TO: Olin Charley/Ruby Bulloch:

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 27th day of June, 2012

@ 9:00 a.m., at the Warm Springs Tribal Court.

Chris & Leroy Smith, Petitioner, vs. Kaliska Wallulatum / Adam Rubio Sr., Respondent; Case No. DO158-01; DO112-06; DO113-06; DO159-01. TO: Kaliska Wallulatum / Adam Rubio Sr.

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 the 25th day of June, 2012 @ 10:00 am, at the Warm

Spring Tribal Court.

CTWS, Petitioner, vs. EDNA WINISHUT / KURTIS BOISE SR., Respondent; Case No. JV12-10; JV34-09. TO: KURTIS BOISE SR.:

YOU ARE HEREBY NOTIFIED that a ASSISTED GUARDIANSHIP 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 JUNE, 2012 @ 11:00 am, at the Warm Springs Tribal Court.