

Job Announcements

POSITION # :95-07/Assistant Division Manager
 SALARY :\$2,584 - \$2,842 Regular Full Time
 DEPARTMENT/DIVISION :Health & Human Services
 REPORTS TO :Division Manager
 POSITIONS SUPERVISED :In the absence of the Manager
 CLOSING DATE :Wed., March 15, 1995

OVERALL RESPONSIBILITIES: Performs administrative functions related to the operation of the Human Services Division, including purchasing, property and facilities management; accounts payable and budgeting; general personnel-related activities; and contract and grant compliance. This position serves as the office manager of the division and has approval and added levels of decision-making authority in the absence of the Division Manager.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: Bachelor's Degree in business or public administration or related field and four years of progressively more responsible experience in the operation of a human services delivery program and fiscal, contract and/or office management, including at least two years supervision; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Fiscal accountability which includes maintenance or audit of commitment register/legends, various appropriations, original entry and reverse entry balancing, reporting requirements and filing related to budgeting functions. Thorough knowledge of general office practice and procedures; supervision and personnel administration; employee development and training; property management and record keeping. Familiarity with accreditation processes, automated data processing systems and knowledge of Native American culture and customs.

ABILITY TO: Prepare funding proposals; establish and maintain effective working relationship with staff, referents, and community contacts. Independently plan and implement projects; supervise staff in the absence of the Division Manager; become knowledgeable of operations, policies and terminology of the Tribe and the Division.

SKILL IN: The operation of standard office equipment, including utilizing computer software to prepare reports and statistical information; budget management; personnel management and supervision, technical writing and teams leadership and facilitation.

POSITION # :95-08/COUNSELOR TECHNICIAN
 SALARY :\$1,329 - \$1,462 month, Regular Full Time
 DEPARTMENT/DIVISION: Nanitch Sahallie Youth Residential Treatment Center, Keizer, Oregon
 CLOSING DATE :Wednesday, March 15, 1995

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: High school graduation or equivalency plus advanced specialized courses in psychology, sociology or alcoholic behavior; and one year of relevant experience working with adolescents and/or chemically dependent individuals.

KNOWLEDGE OF: Some knowledge of the principles and practices of substance abuse treatment and prevention; adolescent behavior; the dynamics of interpersonal relationships; Native American culture and customs.

ABILITY TO: Communicate effectively both verbally and in writing; deal effectively with adolescents; maintain client records/files, establish and maintain effective and cooperative working relationships with families of clients, referents, other social services agencies and other employees; remain calm and work successfully with individuals in crisis and emergency situations; participate as part of a team in evaluation and treatment planning.

SKILL IN: Administering basic first aid.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain within 30 days of hire CPR and First Aid certification; possession of or ability to obtain a valid Oregon driver's license; safe driving record.

POSITION # :95-09/FOREST TECHNICIAN
 SALARY :\$1,475 - \$1,623 month/ Full Time
Temporary
 POSITION LENGTH: 3-6 Months
 DEPARTMENT/DIVISION :Natural Resources
 REPORTS TO :Logging and Transportation Coordinator
 POSITIONS SUPERVISED :None
 CLOSING DATE :Friday, April 21, 1995

OVERALL RESPONSIBILITIES: Performs technical and skilled forestry work with emphasis in timber sale and salvage sale preparation; does related work as required.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: Associate degree in Forestry; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described responsibilities.

KNOWLEDGE OF: Basic knowledge of methods, practices and procedures of silviculture and timber sales preparation, road design and layout; basic fire fighting methods and safety practices in area of responsibility.

ABILITY TO: Make accurate mathematical computations; communicate effectively both verbally and in writing; work in adverse weather conditions and walk over steep terrain; maintain an effective working relationship with other employees.

SKILL IN: The use of power equipment and hand tools; forest management related instruments; operating a computer, operating trucks and engines.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license and a Commercial driver's license; safe driving record. Be able to be CPR/First Aid certified. Current wildland fire fighting certifications or the ability to obtain certification.

POSITION # :95-10/FORESTRY AIDE TEMP.
 POSITION LENGTH :SUMMER MONTHS
 SALARY :\$7.39 hourly
 DEPARTMENT/DIVISION :Natural Resources
 REPORTS TO :Forestry Aide Crew Foreman
 POSITIONS SUPERVISED :None
 CLOSING DATE :Friday, January 13, 1995

OVERALL RESPONSIBILITIES: Primarily works in silvicultural duties under a forest management program. Performs work in reforestation, site preparation, prescribed burning, fire trailing, and wild fires; does related work as required.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: High school graduation or equivalency; and one year experience in forestry activities; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Some knowledge of the use and maintenance of forestry and construction equipment; safety practices and precautions in performing responsibilities.

ABILITY TO: Understand and follow oral and written instructions; work in adverse weather conditions; perform strenuous physical labor; learn and apply fire control procedures; establish and maintain an effective working relationship with other employees.

SKILL IN: The safe operation of hand and power tools required to perform duties.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license. Be able to obtain CPR/First Aid certification.

POSITION # :95-11/YOUTH CREW LEADER
 SALARY :\$8.00 Hour, M-F, 8:00 - 4:30

APPROXIMATELY 12 WEEKS
 REPORTS TO :Division Manager
 DEPT/DIVISION :Forestry/Natural Resources
 CLOSING DATE :Friday, April 21, 1995

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: **Must be 18-24 years of age; Experience in the proper use of hand tools. Must be in good physical condition and able to work in rugged outdoor terrain; experience in natural resources related work preferred.

EQUIPMENT NEEDED: This individual will be required to furnish their own work boots. All other safety equipment and rain gear will be furnished by the forestry department.

NECESSARY SPECIAL REQUIREMENTS: This individual will be required to submit to a background check; a valid Oregon driver's license and good driving record is required.

**** These positions are designed and funded for the purpose of specifically providing enhanced opportunities for youth and/or students.**

POSITION # :95-12/Tribal Court Clerk
 SALARY :\$8.51 - \$9.36 Hour
 Regular Part Time
 DEPARTMENT/DIVISION :Tribal Court
 REPORTS TO :Chief Judge
 CLOSING DATE :Wed., March 15, 1995

OVERALL RESPONSIBILITIES: Responsible for all administrative phases of Tribal Court operation including case file management, office management, transcription of court hearings, and forms development. Receives and files incoming court documents; assists individuals with filing court documents. Types court orders and ensures orders are properly mailed; assists with typing requests from other departments as needed, with Tribal Court responsibilities always taking priority.

MINIMUM QUALIFICATIONS:

EDUCATION/TRAINING: High school graduate or equivalent and 3 years office experience preferably in a court or legal setting; OR AS/AA Degree in Secretarial Science and 1 year administrative or secretarial experience.

SKILLS: Legal transcription or equivalent, intermediate level word processing, general office procedures, computer operations, minimum typing speed of 50 wpm.

KNOWLEDGE OF: Federal, State and Tribal confidentiality regulations.

ABILITY TO: Verbal/written communication skills; ability to relate to external agencies and individuals regarding tribal court procedures, assist with forms preparation and proper filing of petitions.

SPECIAL SKILLS AND ABILITIES: Possession of or ability to obtain Notary registration within 30 days of hire; Oregon drivers license and reliable transportation; ability to perform "trouble shooting" techniques on IBM or compatible computers.

OTHER DESIRED QUALIFICATIONS: Knowledge of Tribal Court operating procedures; court document preparation; legal case file management; experience with WordPerfect 5.1 and/or Windows computer software.

**Send applications to: Barbara Lake
 Confederated Tribes of Grand Ronde
 9615 Grand Ronde Road
 Grand Ronde, OR 97347**