

— Job Opportunities —

To request an application by mail, contact the Tribe's Job Line at (503) 879-2257.

Mail back to: Cindy Martin-Butler, Confederated Tribes of Grand Ronde, 9615 Grand Ronde Rd., Grand Ronde, OR 97347.

POSITION #: 95-51 / COMMUNITY HEALTH REPRESENTATIVE

SALARY: \$1329 - \$1551 Monthly,

Regular Full Time (non-exempt)

DEPARTMENT/DIVISION: Health & Human Services

REPORTS TO: Wellness Coordinator

POSITIONS SUPERVISED: None

CLOSING DATE: FRIDAY, DECEMBER 15, 1995

OVERALL RESPONSIBILITIES: Provides health services and resources for members who request assistance. Transports patients to medical appointments, monitors patients' health status through home visits, and promotes patient self-care practices; does related work as required.

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

KNOWLEDGE OF: Considerable knowledge of basic health care/disease prevention; basic nursing techniques for taking vital signs; community health resources.

ABILITY TO: Perform general health screenings; make oral presentations; relate to the ill and respond to their needs; communicate effectively both verbally and in writing; work flexible hours; establish and maintain an effective working relationship with other employees, health clinic staff, physicians, patients and their families.

SKILL IN: Performing basic health screenings; the administration of basic first aid.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license; safe driving record. Possession of a CNA or Medical Assistant certificate; First Aid/CPR card.

POSITION #: 95-53 / EDUCATION ASSISTANT

SALARY: \$9.45 - 11.00 per hour/25 hours a week

DEPARTMENT/DIVISION: Nanitch Sahallie

REPORTS TO: Clinical Manager

POSITIONS SUPERVISED: None

CLOSING DATE: FRIDAY, DECEMBER 15, 1995

OVERALL RESPONSIBILITIES: Assists the Education Coordinator in providing a prescriptive educational program to meet the needs of the individual students, based upon assessment information, including substantial remediation as necessary; other related duties as assigned.

EXPERIENCE/TRAINING: Bachelor's degree and up to two years post-secondary teaching experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Knowledge of the principles, practices and techniques of adolescent education. Knowledge of education assessment tools; adolescent behavior.

ABILITY TO: Communicate effectively both verbally and in writing; deal effectively with adolescents; maintain accurate records and files; establish and maintain effective and cooperative working relationships with schools, community services, state and local agencies and other employees; participate as a part of a team in evaluation and treatment planning; work independently; develop and review curriculum/assignments covering a wide variety of academic subject areas.

SKILL IN: The administration of 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.

OTHER DESIRED QUALIFICATIONS: Computer competency on Macintosh and familiarity with academic software; teaching experience in an alternative school setting.

POSITION #: 95-52 / DEPARTMENT SECRETARY

SALARY: \$1329 - \$1462 Monthly

DEPARTMENT/DIVISION: Tribal Health Clinic/Health & Human Services

REPORTS TO: Support Services Coordinator

POSITIONS SUPERVISED: None

CLOSING DATE: FRIDAY, DECEMBER 15, 1995

OVERALL RESPONSIBILITIES: Performs a variety of secretarial, clerical and/or technical duties for a department or individual; does related work as required. Tasks performed require knowledge of departmental functions and procedures to solve problems or answer questions, and the handling of confidential information.

EXPERIENCE AND TRAINING: High school graduation or equivalency; and two years of responsible secretarial or clerical work; or any equivalent combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties. Working with Native Americans.

KNOWLEDGE OF: Considerable knowledge of general office practices and procedures; rules of effective English usage and grammar; different filing systems; business telephone etiquette. Some knowledge of the operations, policies, terminology and governing regulations of the assigned department.

ABILITY TO: Organize, file, maintain and retrieve materials, charts, records and documents; deal effectively with frequent interruptions and several situations at one time; maintain effective working relationships with the public and other employees; establish priorities and organize own workload; accurately record and prepare minutes of meetings; consolidate information from various sources into prescribed format or develop appropriate format; maintain confidentiality; prepare meeting minutes.

SKILL IN: The operation of standard office equipment, including the operation of a computer to update/access files; word processing; typing.

CASINO JOB HOTLINE: (503) 879-3744

For casino jobs, please drop by Spirit Mountain Gaming Human Resources anytime Monday-Friday, from 8 a.m. to 5 p.m. Current job openings are posted in the lobby weekly, and will be offered internally and to tribal members first. We encourage all interested tribal members to come in once a week to check out openings. You must request the job, even if you have previously submitted an application.

The office is located at 28840 Salmon River Highway in Grand Ronde. You may also call their office at (503) 879-3730 or 1-800-760-7977.

Cultural Gatherings

Please call phone numbers listed to verify dates, time and locations.

December 1 to 3: CHRISTMAS POW-WOW. Davis, CA. (916) 758-0470.

December 2: MASON POW-WOW. Mason Middle School, 2812 N. Madison Street, Tacoma, WA. (206) 596-1138.

December 9: 5th ANNUAL NASA STUDENT POW-WOW. Lane Community College, 4000 East 30th Ave., Eugene, OR. (503) 747-4501.

December 9: MUCKLESHOOT MINI POW-WOW. Muckleshoot Tribal Gym, 39015 172nd Ave. S.E., Auburn, WA. (206) 939-3311.

December 16: WINTER BREAK POW-WOW. American Indian Heritage School, 1330 N. 90th St., Seattle, WA. (206) 298-7895.

December 25 to 28: CHRISTMAS CELEBRATION. Wapato Longhouse, Wapato, WA. Info: Eric Sampson.
December 29 to January 1: TOPPENISH CREEK NEW

YEAR'S CELEBRATION. Toppenish Creek Longhouse, White Swan, WA. (509) 865-5121.

December 29 to 31: BRIGHT & MORNING STAR NEW YEAR'S POW-WOW. Seattle, WA. (206) 298-7895.

December 31: KLAMATH FALLS 3rd ANNUAL SOBRIETY POW-WOW. Chiloquin's Big Gym, Chiloquin, OR. 1-800-524-9787.

December 31: 7th ANNUAL NEW YEAR'S EVE SOBRIETY POW-WOW. National Guard Armory, Cornfoot Road, Portland, OR. (503) 621-0218 or (503) 621-1069.

January 6: MASON POW-WOW. Mason Middle School, 2812 N. Madison Street, Tacoma, WA. (206) 596-1138.

January 13: MUCKLESHOOT MINI POW-WOW. Muckleshoot Tribal Gym, 39015 172nd Ave. S.E., Auburn, WA. (206) 939-3311.