

Computer Training Schedule

JANUARY — 1:30 to 3:30 p.m.

Intermediate Excel -- Thursday, January 18
Printshop -- Tuesday, January 23
Intermediate Windows II -- Thurs., Jan. 25
Intro to PC's and Beginning Windows --
Tuesday, January 30

FEBRUARY — 1:30 to 3:30 p.m.

Beginning Word -- Thursday, February 1
Beginning Excel -- Tuesday, February 6
Intro to PC's and Beginning Windows --
Thursday, February 8
Beginning Word -- Tuesday, February 13
Intermediate Excel -- Thursday, February 15
Intro to PC's and Beginning Word --
Tuesday, February 20
Beginning Excel -- Thursday, February 22
Intro to PC's and Beginning Windows --
Tuesday, February 27
Intermediate Excel -- Thursday, February 29

MARCH — 8:30 to 10:30 a.m.

Beginning Word -- Tuesday, March 5
Beginning Excel -- Thursday, March 7
Intro to PC's and Beginning Windows --
Tuesday, March 12
Intermediate Excel -- Thursday, March 14
Advanced Word -- Tuesday, March 19
Beginning Excel -- Thursday, March 21
Intro to PC's and Beginning Windows --
Tuesday, March 26
Beginning Word -- Thursday, March 28

Computer training classes are FREE to Grand Ronde tribal members and staff; \$10 fee for non-tribal members. Class size is limited to five students. We will consider special training sessions, but need an enrollment of at least three students.

All classes are held at the Computer Lab, which is located at 28840 Salmon River Highway.

If you have any questions or to make your reservation, please call Penny at 879-2476 or Sam at 879-2487 or 1-800-422-0232.

ONABEN Class Schedule

Instructor: Shelley Hanson
Location to be announced

PART I:

You and Your Business Idea, helps potential business owners understand the requirements of business success.
March 6 and 13 — \$10 fee

PART II:

Starting a Successful Business, helps avoid costly potential mistakes of business start-up. It provides the framework for successful business start-up by assisting students in writing a bankable business plan and training them to prepare a successful application for financing.
March 20 to 22 — \$100 fee

— Job Opportunities —

POSITION #: 96-03 / Vocational Rehabilitation Counselor/Placement Specialist
SALARY: \$1857 - \$2045 Monthly
REPORTS TO: Counseling Component Coordinator
POSITIONS SUPERVISED: None
CLOSING DATE: WEDNESDAY, JANUARY 31, 1996

OVERALL RESPONSIBILITIES: Assists physically and/or mentally handicapped persons in the development of rehabilitation programs through guidance and counseling. Interprets the mutual needs of the rehabilitation and business communities to help establish mutually supportive relationships beneficial to the goals of each community.

EXPERIENCE AND TRAINING: AA/AS degree in human services field with two (2) years responsible experience in vocational guidance and/or social services among Native American populations; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Referral and inter-governmental agencies; Tribal programs, and local agencies including the Tribe's six county service area.

ABILITY TO: Communicate effectively in both written/verbal form; counsel clients in both group and individual settings.

SKILL IN: The use of standard office equipment i.e., typewriter, copier, fax machine and computer with word processing software.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license and a safe driving record. ***Must be Native American.**

**These positions were designed and funded for the specific purpose of employing Native Americans.*

SEASONAL

POSITION#: 96-01 / FORESTRY AIDE
POSITION LENGTH: Summer Months
SALARY: \$7.39 hourly
DEPARTMENT/DIVISION: Natural Resources
REPORTS TO: Forestry Aide Crew Foreman
POSITIONS SUPERVISED: None
CLOSING DATE: THURSDAY, FEBRUARY 15, 1996

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.

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. Wildland firefighting certification or the ability to obtain certification.

SEASONAL

POSITION#: 96-02/Forestry Aide Crew Foreman
SALARY: \$1475 - \$1721 monthly
DEPARTMENT/DIVISION: Natural Resources
REPORT TO: Silviculture & Protection Coordinator
POSITIONS SUPERVISED: Forestry Aides (3 to 7)
CLOSING DATE: THURSDAY, FEBRUARY 15, 1996

OVERALL RESPONSIBILITIES: Supervises and works along with forestry aides in reforestation, site preparation, prescribed burning, Wildland fire, and other silvicultural work. Assists with inventory data gathering and related work as required under the Forest Management program. Work is performed under the supervision of the Silviculture & Protection Coordinator who provides general instructions on assignments and safety procedures.

EXPERIENCE AND TRAINING: High school diploma or equivalent; one year of supervisory experience and two years of experience using a chainsaw; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

ABILITY TO: Work in adverse weather conditions; perform strenuous physical labor; travel and be away from home for up to 21 days at a time; willing to work odd hours, late evenings, weekends, and maintain an effective working relationship with other employees; understand and follow oral and written instructions and communicate instructions to others; operate hand and power tools safely.

NECESSARY SPECIAL REQUIREMENTS:

1. Must pass the National Wildfire Coordinating Group national fitness for arduous work level. Incumbent may choose either the step test or mile and one-half run. Passing scores are: step test = 45; mile and one-half run under 11 minutes, 40 seconds.
2. Posses an Oregon Driver's license or be able to obtain one within thirty days.
3. Must be insurable under the Tribe's Automobile insurance policy.

OTHER DESIRED QUALIFICATIONS: Some knowledge of the use and maintenance of forestry and construction equipment.

To request an application by mail, call 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.