

— Job Opportunities —

SEASONAL

POSITION#: 96-02 / FOREMAN FORESTRY AIDE CREW

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.

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.

POSITION #: 96-06 / NURSING ASSISTANT

SALARY: \$1329 - \$1551 Mo. Regular full-time

DEPARTMENT/DIVISION: Health & Human Services

REPORTS TO: Clinic Coordinator

POSITIONS SUPERVISED: None

CLOSING DATE: FRIDAY, FEBRUARY 16, 1996

OVERALL RESPONSIBILITIES: Performs medical clinic support duties within a health clinic; assists in clinical operations which includes maintaining patient charts, conducting preliminary screening of patients, and providing basic health care instruction.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: High school graduation or equivalency; and one year experience as a nursing assistant or community health representative working in a health clinic or related organization; Nursing Certificate required; 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 medical clinic operation, procedures and equipment; basic medical terminology; first aid.

ABILITY TO: Communicate effectively; deal tactfully and patiently with clients; maintain client charts and records; maintain confidentiality; establish and maintain an effective working relationship with clients, pharmacies, laboratories, supply vendors, other departments and employees.

SKILL IN: The use of clinic equipment; the administration of basic first aid/CPR.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain within first month of employment a CNA or Medical Assistant certificate; possession of a First Aid/CPR certification.

POSITION #: 96-05 / OCCUPANCY SPECIALIST

SALARY: \$2017 - \$2354

DEPARTMENT/DIVISION: Public Works

REPORTS TO: Housing Program Director

POSITIONS SUPERVISED: None

CLOSING DATE: FRIDAY, FEBRUARY 16, 1995

OVERALL RESPONSIBILITIES: Under the general direction of the Housing Program Director, responsible for all interaction with potential and existing housing clients, including initial interviews to assess eligibility for housing assistance programs, interim financial re-examinations, rent collections and resolution of problems. Works individually with clients and in small groups, briefing them on housing programs and requirements. Assists applicants in preparing for home ownership and completing loan applications. Provides administrative support to the Director in areas related to the overall operation of the department.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING: Associate of Arts or Sciences degree and three years related experience; basic familiarity with documentation and verification requirements of some type of social service program; experienced in explaining details of a program and eliciting accurate and complete information from individuals in the context of a one-on-one interview; or any combination of education, training or experience which demonstrates the required knowledge, skills and abilities to perform the above described responsibilities.

KNOWLEDGE OF: Basic familiarity with housing program eligibility requirements and a general understanding of HUD regulations affecting multiple types of housing assistance programs.

ABILITY TO: Maintain highly confidential information and materials; respond courteously and tactfully to requests for information and complaints; establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public; communicate clearly and effectively both verbally and in writing; exercise good judgement in application of policies and procedures and problem resolution; work independently and establish priorities and organize workload to meet deadlines; interpret, understand and implement governing regulations, policies and procedures for Indian housing programs.

SKILL IN: The operation of standard office equipment and intermediate knowledge of word processing software, including utilizing computer software to prepare correspondence, reports and statistical information. Performing considerable numerical calculations with complete responsibility for accuracy.

NECESSARY SPECIAL REQUIREMENTS: Requires Public Housing Manager certification, or the ability to obtain such certification within one year of hire. Requires possession of a valid Oregon driver's license and evidence of a good driving record, plus the ability to safely operate a motor vehicle.

OTHER DESIRED QUALIFICATIONS: Occupancy experience with a Public or Indian Housing Authority experience preferred; formal training in interviewing skills; familiarity with Oregon's landlord/tenant laws. Prior experience as a counselor with a social service agency or any related experience which would provide experience in understanding and resolving problems of low income individuals. Knowledge of consumer or mortgage lending practices. Experience in consumer credit counseling.

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.

For Casino job openings, call (503) 879-3730 or 1-800-760-7977.