

Current Job Openings

Counseling Component Secretary

POSITION #: 97-08 SALARY: \$1475 to \$1720 per month
CLOSING DATE: MONDAY, FEBRUARY 17, 1997
EXPERIENCE AND TRAINING: Must possess a high school diploma or equivalent with a minimum of one year of work experience in secretarial positions working for multiple executives.
SPECIAL LICENSING AND OTHER REQUIREMENTS: First Aid and CPR Certificate.

Department Assistant II

POSITION #: 97-02 SALARY: \$1640 to \$1910 per month
DIVISION: Human Resources
CLOSING DATE: MONDAY, FEBRUARY 17, 1997
EXPERIENCE AND TRAINING: The lowest level of formal academic training required for this position is 6 to 18 months of post high school specialized job skills training in bookkeeping or accounting principles. That level of formal academic preparation is the most common or typical level possessed by qualified persons and by the majority of those who have qualified for the position. It is also the preferred level of academic preparation for the position. The skills and knowledge acquired are directly applicable to the work performed and persons with this level of education would not be overqualified. Knowledge of bookkeeping procedures, accounting principles and practices, payroll regulations, study of Native American and other cultures are examples of course work acquired at this level. Must possess a minimum of 3 years of work experience in an increasingly responsible position in a human resources or accounting department or closely related field.

Mental Health Counselor

POSITION #: 97-10 SALARY: \$2365 to \$2775 per month
CLOSING DATE: MONDAY, FEBRUARY 17, 1997
EXPERIENCE AND TRAINING: Bachelor's Degree in social work, psychology or related field. Knowledge of scientific methodologies for clinical observation, social work, counseling and interviewing techniques, community resources and programs, dysfunctional human behavior, psychology, sociology, and Native American culture are examples of course work acquired at this level. Must possess a minimum of 3 years of clinical work experience.
SPECIAL LICENSING AND OTHER REQUIREMENTS: 1. Certification as a Chemical Dependency Counselor I or II or equivalent; 2. First Aid and CPR Certificate; 3. Valid Oregon Driver's License and safe driving record; 4. Native American employees preferred, knowledge of Native American culture required.

Vocational Rehabilitation Specialist

POSITION #: 97-06 SALARY: \$1640 to \$1910 per month
DIVISION: Health and Human Services
CLOSING DATE: MONDAY, FEBRUARY 17, 1997
EXPERIENCE AND TRAINING: Must possess a minimum of an Associate's degree in social service or the vocational rehabilitation field. Courses in social services theory and practices, personal computer and software programs, case management and human relations and counseling skills, interviewing and training concepts and techniques are examples of course work completed as preparation for this position. The work performed by this position requires the incumbent to possess a minimum of 1 year up of work experience in the social-human services or voc rehab field.
SPECIAL LICENSING AND OTHER REQUIREMENTS: 1. First Aid and CPR Certificate; 2. Requires ability to travel within the Six County Service Area on a regular basis; 3. Valid Oregon Driver's License and safe driving record; 4. Native American employees preferred, knowledge of Native American culture required.

TO REQUEST AN APPLICATION:
call the JOB LINE at 879-2257.

RETURN APPLICATIONS TO: Cindy Martin-Butler,
Confederated Tribes of Grand Ronde,
9615 Grand Ronde Rd., Grand Ronde, OR 97347

GED likes being talked about

As more and more tribal members are discovering our program, we find that we are being talked about. That's good, because it spreads the word about our services and we in the Adult Education Department of the Confederated Tribes of Grand Ronde would like to serve you better. As part of our effort to reach that goal, we offer the following:

SERVICES: Our program covers GED test tuition, high school completion classes (if within 2-3 of the required credits for graduation), one self enhancement, job enhancement or basic skill development class (plus books) a term. Classes must be at or below the 100 level and may include such areas as computer, math, writing, driving, etc. Grand Ronde tribal members are eligible if they have a completed application on file, and must be an adult who is at least 16 years of age.

UPCOMING DRUM MAKING CLASSES: Grand Ronde Location: Community Center on February 8 from 1 to 4:30 p.m. Eugene Location: Lane Community College in the PE room on February 22 from 1 to 4:30 p.m.

For more information, to sign up for classes, or to request an application, please call Gayla Tulensru, the Adult Education Coordinator at 1-800-422-0232 ext 2282.

ONABEN Classes

The Oregon Native American Business and Entrepreneurial Network (ONABEN) will offer the following upcoming classes pertaining to tribally-owned businesses:

YOU & YOUR BUSINESS IDEA

This short class focuses on helping you understand the requirements for success. You will discover the benefits and obligations of business ownership and uncover your personal goals. This class lays the foundation for *Starting A Successful Business*. The tuition is \$10. (This \$10 fee will apply to the cost of *Starting A Successful Business*, should you choose to continue.)

Grand Ronde on February 4 from 6 to 9 p.m. **Portland** in April (to be announced) 6:30 to 9:30 p.m.

STARTING A SUCCESSFUL BUSINESS

This class helps avoid the costly potential mistakes of business start-up. It provides the framework for successful business start-up by assisting you in planning and writing a bankable business plan. This invaluable training in how to prepare a successful application for financing. The class is held weekly for 10 weeks. Northwest Indian College credit is available. The tuition is \$100, and provides five college credits through NIC.

First class meeting and locations: **Grand Ronde** on February 18 from 6 to 9 p.m. **Portland** in April (to be announced) from 6:30 to 9:30 p.m.

For more details, call Barbara Lake at Small Business at (503) 879-2476.

Positions available on new cultural sub-committees

The Culture and Heritage Board has targeted a number of special projects designed to help revitalize tribal culture and traditions. Each project will be the responsibility of the sub-committee under the direction of the Board member. The following is a list of various projects. If you are interested in serving on any of these sub-committee projects, please send a letter of interest to the Board member chairing that particular project.

For additional information, contact Pam Warren, Kwelth Tahlkie Chairperson at 1-800-422-0232, extension 2028. You may also call June Olson at extension 2249. Mail all letters of interest to Culture and Heritage Board, 9615 Grand Ronde Road, Grand Ronde, Oregon 97347.

- Traditional Language project: Kathryn Harrison
- Oral History project: Pam Warren
- Traditional Ceremonies project: Claudette Parazoo
- Old Photograph project: Peachie Ham
- Traditional Plants (Foods and Medicine) project: Dave Brumitt
- Traditional Crafts project: Marie Schmidt
- Search for the "Seers" and Sacred Places project: June Olson

SPIRIT MOUNTAIN CASINO

For Employment Screening Appointments,

contact Sarah Harvey

or Camille Mercier

at 879-3730

or 1-800-760-7977.

