

JOB OPPORTUNITY

SMART Coordinator

SMART (Start Making A Reader Today) is looking for a full-time coordinator at Grand Ronde and Willamina schools in Yamhill County.

Coordinators are responsible for implementing the SMART Program in two assigned elementary schools and for helping recruit, train, manage, and retain volunteers. Candidates must be dedicated to literacy and children, able to work with a wide range of people, possess excellent organizational and communication skills, and be able to work with minimal supervision.

SMART school coordinators are Americorp VISTA volunteers. Benefits include monthly living stipend, health insurance, and educational award. One year's service required. Position starts July 27, 1999. Send letter of interest and resume to: Carol Hushman, SMART Reading Program, 2100 SW River Parkway, Portland, OR 97201. Call 503-833-4512 for more information.

JOB OPPORTUNITY

Parking Deputy

The City of Portland is accepting applications for **PARKING ENFORCEMENT DEPUTY**. More information may be obtained by calling their Jobline at (503) 823-4573 or www.ci.portland.or.us/jobs.

**OPEN ENROLLMENT:
DUE BY JULY 16**

**Twah Sunchako
Head Start
school year 1999-2000
Grand Ronde**
For an application:
Marissa Leno at 879-2161
Vikki Bishop at 879-2287
Applications must be returned by
July 16. Final selection will be
made by July 30.

PUBLIC NOTICE

Gaming Commission seeks comments

The Confederated Tribes of the Grand Ronde Community of Oregon have filed a petition with the National Indian Gaming Commission for a certificate of self-regulation. One criteria for the issuance of a certificate is that the Tribe has a reputation for safe, fair and honest operation of the gaming activity. Comments in this regard are solicited and are to be submitted with your name, address and daytime telephone number, directly to the Office of Self Regulation, National Indian Gaming Commission, 1441 "L" Street, NW 9th Floor, Washington DC, 20005.

Wanted: Landscaping services

The Grand Ronde Tribal Housing Authority would like to contract for services for common area landscape maintenance at Grand Meadows Manufactured Home Park located in Grand Ronde. Proposals must be received by the Grand Ronde Tribal Housing Authority no later than June 11 at 10 a.m. Contact GRTHA at (503) 879-2401 for a proposal packet. Mail packets to: GRTHA, 9615 Grand Ronde Road, Grand Ronde, Oregon 97347.

Volunteers needed the week of Stampede

Spirit Mountain Stampede will take place in Grand Ronde on June 19 and 20. Volunteers are needed for set-up during that week. If you would like to help out, please contact Ed Larsen at 879-2300; Sharon Herron at 879-2004; or Marlene Groshong at 879-2072.

JOB OPPORTUNITIES**COMMUNITY RESOURCES DIVISION MANAGER**

Position #: **99-26** CLOSING DATE: **MONDAY, JUNE 7, 1999**
POSITION SUMMARY: Provide administrative and supervisory duties over Community Resources Division programs including: Indian Child Welfare (EA), Emergency Assistance, General Assistance, Benevolence, USDA foods and Domestic Violence. Maintain relationships with various federal, state and local agencies with regards to program funding and development.
MINIMUM QUALIFICATIONS: Bachelor's degree required. Master's degree in Human Services preferred. Requires 5 to 7 years of Social Services experience. Knowledge of Native American programs. Knowledge of federal, state and local social service programs. Working knowledge of Indian Child Welfare, Foster Care, General Assistance & USDA.

CHEMICAL DEPENDENCY COUNSELOR

Position #: **99-44** Department: **Chemical Dependency**
Grade: **13** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: Bachelor's degree in Human Services or related field with 3 years work experience in Alcohol/drug or social services. Certification as Chemical Dependency Counselor (CADCI or II and/or CDSI, II or III). Possess a valid Oregon Driver's License and safe driving record.

MAINTENANCE TECHNICIAN II

Position #: **99-45**
Location: **Nanitch Sahallie (Keizer, Oregon)**
Grade: **7** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: High School level technical training plus two years related experience or an Associate's degree. Minimum of three (3) years of directly related experience. Valid Oregon Driver's License and safe driving record. Must be able to work evenings and weekends as required. Must pass a criminal background investigation.

HOUSEKEEPER

Position #: **99-46**
Location: **Nanitch Sahallie (Keizer, Oregon)**
Grade: **4** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: High School diploma or GED with a minimum of 18 months housekeeping experience. Must pass a criminal background investigation.

REGULATORY COMPLIANCE SPECIALIST

Position #: **99-47** Department: **Gaming Commission**
Grade: **11** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: Associate's degree with an emphasis in accounting or experience/education combination. To be considered, equivalent experience would include employment for a regulatory agency in which experience of a relevant nature was obtained. Must have the ability to perform specific background checks assigned. Must pass a criminal background investigation.

DEVELOPMENT/CONSTRUCTION COORDINATOR

Position #: **99-49** Department: **Housing Authority**
Grade: **17** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: Bachelor's degree from a four (4) year college or university in a discipline related to the construction industry, e.g. civil engineering, architecture or affordable housing planning; three years of building construction management/inspection experience; and one year experience in affordable housing in a professional planning or development position.

COMPUTER MAINTENANCE TECHNICIAN

Temporary (not to exceed 6 months)

Position #: **99-50** CLOSING DATE: **OPEN UNTIL FILLED**
JOB SUMMARY: To contribute to the Tribe's mission of improving the quality of life for tribal people by installing, programming, maintaining and repairing computer systems, peripheral computer related equipment and providing technical assistance.
MINIMUM QUALIFICATIONS: Requires an Associate's Degree in computer science or related field. Requires a minimum of 3 years of work experience in an increasingly responsible position as a computer maintenance technician. Requires an intensive knowledge of computer equipment maintenance.

STAFF NEWS WRITER

Position #: **99-51** Department: **Public Information Office**
Grade: **10** CLOSING DATE: **MONDAY, JUNE 7, 1999**
MINIMUM QUALIFICATIONS: Bachelor's degree in Journalism, English or related field or any combination of experience and/or training in the newspaper field that would enable the incumbent to successfully perform the job duties. Requires three years of work experience in writing for a mainstream or Native American newspaper, magazine or other publication. Must be able to use and operate a 35mm camera; prefer some photography experience. Valid Oregon Driver's License with a safe driving record.

TEMPORARY/ON-CALL HOUSEKEEPING

The Facilities Maintenance Department is currently seeking applicants for temporary/on-call Housekeeping positions with the Tribe. MINIMUM QUALIFICATIONS: High School Diploma or GED with 18 months of housekeeping or in a related field. Knowledge and ability to operate mops, buffer, vacuum, broom, dust mop, carpet cleaner, utility cart and dishwasher is a must.



To request an application and detailed job description call the CTGR JOB LINE: 879-2257 or 1-877-TRIBEGR

The Confederated Tribes of Grand Ronde
Human Resources Department
9615 Grand Ronde Road
Grand Ronde, OR 97347
FAX: (503) 879-2258