

Legal Services seeking attorney

Grand Ronde Legal Services seeks a full-time attorney for its McMinnville office. Case priorities include housing, public benefits, and emphasis on family law. OSB or other Bar membership and a minimum of two years experience required. Residency in the Yamhill County area or Grand Ronde tribal membership are preferences; proficiency in Spanish a plus. Submit resume and letter of interest by **February 1, 2000** to: Gayle Patterson, Grand Ronde Legal Services, P.O. Box 141, 720 Third Street, McMinnville, Oregon 97128.

Union Apprenticeship Announcement Inside Electrician

Women and minorities are encouraged to apply. A \$25 non-refundable application fee will be charged. Individuals with incomes below 150% of the federal poverty guidelines may apply for a fee waiver. This program is registered with the Oregon State Apprenticeship & Training Council and recognized by the Bureau of Labor and Industries.

Apply in person: Tuesdays and Thursdays from 9-11 a.m.

Central Electrical JATC, 75 Silver Lane, Eugene, Oregon 97404

Phone: (541) 689-3193

Tribal members who apply: please notify CTGR Tribal Education department at 1-800-422-0232, ext. 2284.

JOB OPPORTUNITIES

The following positions will be OPEN UNTIL FILLED.

Director Community Counseling Services

Location: **Health and Wellness Center**

Grade: **20**

Qualifications: Requires a Master's degree in behavioral, social or health science and a minimum of five years full-time experience in human services programs, two of which are in community mental health and direct alcohol and other drug counseling, and with at least two years of paid program managerial experience in human services. Requires eligibility for licensing as Licensed Clinical Social Worker or Clinical Psychologist by the cognizant Oregon State Board. Requires CPR and First Aid Certificate. Possession of a valid driver's license and ability to be insured by the Tribe is required. Requires a minimum of five (5) years active ongoing "recovery" program if "recovering" from chemical dependency.

Department Manager

Department: **Program Policy & Planning**

Grade: **20**

Qualifications: Requires seven (7) years of management level experience; three (3) years of which must have been experience as a city, county, or tribal planning manager or director supervising exempt level employees. Requires a Bachelor's degree in Public Administration, Business Administration or a closely related field. Master's degree preferred. Requires demonstrated knowledge of tribal purposes, organizations, policies and procedures. Experience with MS Office Suite and/or Corel Office Suite required. Experience with geographic information systems strongly preferred. Experience in proposal writing required. Experience in program and project development required. Requires a valid Oregon driver's license and the ability to qualify for tribal insurance.

Maintenance Technician II

Location: **Nanitch Sahallie Keizer, Oregon**

Reports to: **Food Service Coordinator**

Grade: **9**

Qualifications: Requires two (2) years of trade school in a related field. Requires two (2) years of experience in facility maintenance. Ability to operate machines properly, such as lawn mower, weed eater, shredder, drill, jig saw, carpet shampooer, hand tools, sprayer, sander safely. Required to have basic knowledge of computer programs such as Word, Excel. Ability to mix chemicals and use properly. Must have knowledge in plumbing, electrical and HVAC units. Must have a valid Oregon driver's license and safe driving record.

Administrative Assistant

Department: **Facilities Maintenance**

Grade: **8**

Qualifications: Requires a minimum of one (1) year of post high school/GED training in Business Office Systems. Requires a minimum of three (3) years of experience in a progressively more responsible secretarial or clerical position, preferably in a public works or housing authority setting, handling both technical and confidential materials. Must have excellent oral and written communication skills, including good phone etiquette. Must have the ability to type a minimum of 55 w.p.m.



These are only brief descriptions of these positions.
To request a detailed job description and an application
call the CTGR JOB LINE:

879-2257 or 1-877-TRIBEGR

or visit us at www.grandronde.org

Bids accepted until January 31.

Mobile Home for sale

MAKE: Fleetwood

Model: Berkshire

Size: 24'x 57'

Year: 1984

Bedrooms: 3

Bathrooms: 2

Other: laundry, pantry, main living area and wood stove

AS IS CONDITION: Interior repairs needed and has some rain damage.

TERMS:

1) Minimum Bid Price: \$500.

2) Payment: Full payment within five working days of bid award by cash or cashier check.

3) Buyer must remove the mobile home from the property by March 2, 2000.

4) Buyer must pay for all moving costs to include any related permits.

5) For tribal member consideration include your enrollment number with bid.

BID AWARD: Mobile home will be awarded to the highest bidder.

In the case of a tie involving a tribal member and non-member the award will go to the tribal member. In the case of a tie involving tribal members a random drawing will be held. This will also apply if a tie occurs between non-members with high bids.

BID SUBMITTAL: Bids will be accepted from January 18, 2000 until 5:00 p.m. on January 31, 2000. All bids are to be submitted as sealed bids.

BID AWARD ANNOUNCEMENT: February 2, 2000 at 3:00 p.m.

MAIL/HAND DELIVER:

The Confederated Tribes of Grand Ronde

Attn: Materials Management department

9615 Grand Ronde Road, Grand Ronde, Oregon 97347

MOBILE HOME INSPECTION: Inspected by appointment only.

FOR APPOINTMENT OR QUESTIONS:

Please contact Phillip Adams, Materials Manager

(503) 879-2216 or 1-800-422-0232, ext. 2216

ADVERTISEMENT FOR BIDS

The Meeting Room Desk Replacement Project

The Tribe is seeking bids from any contractor who may be interested in replacing a large counter-top meeting desk. The desk is located in the main meeting room next to the lobby of the Confederated Tribes of Grand Ronde Governance Center also known as the Administration Building.

Bid documents may be requested by contacting John Mercier, Project Manager for the Confederated Tribes of Grand Ronde. Please make requests or inquiries by sending correspondence to the following address:

John Mercier, Project Manager

The Confederated Tribes of Grand Ronde

9615 Grand Ronde Road

Grand Ronde, OR 97347

Requests and inquiries may also be made by calling (503) 879-2400. At the time of writing this advertisement, a bid deadline has not been determined. The bid documents will clearly state the date that bids must be submitted for this project.

GRTHA needs members

The Grand Ronde Tribal Housing Authority is recruiting persons interested in serving on the Board of Commissioners. The terms of two current commissioners will expire as of March 28, 2000. The term of office is three years, the positions are non-paid, and these two positions are not limited to tribal members.

Anyone who is interested in serving on the Board should have a demonstrated interest in housing and experience in the housing field in some capacity, such as: affordable housing development, property management, residential building construction, housing financing, housing planning, or other related areas.

The Board oversees all housing management and operations for the Tribe, and is responsible for policy-making decisions. The Board meets on the third Tuesday of each month at 6 p.m. at the Housing Authority office in Grand Ronde.

Interested applicants should send a letter outlining their interest and qualifications to:

Director

Grand Ronde Tribal

Housing Authority

9615 Grand Ronde Road

Grand Ronde, Oregon 97347

All letters need to be received by February 7, 2000 to be considered.

Contractors needed for home repair

The Grand Ronde Tribal Housing Authority is seeking qualified licensed general contractors who are interested in submitting bids on home repair projects for tribal members in the following counties: Polk, Yamhill, Marion, Tillamook, Lincoln, Multnomah, Washington, Clackamas, Linn, and Benton. All interested contractors should call Nancy Holmes or Lonnie Leno no later than **January 31** to get a pre-qualification form. They can be reached at (503) 879-2401 or toll-free at 1-800-422-0232, ext. 2401.