

## JOB OPPORTUNITIES

Closing Date for the following positions: **WEDNESDAY, MARCH 15**

### Budgets/Contracts & Grants Supervisor

**Finance Department** **Grade: 17 FLSA status: Exempt**  
**QUALIFICATIONS:** Requires a Bachelor's degree in Accounting. Requires a minimum of two (2) years of accounting or budgeting supervisory experience. Required to have advanced knowledge of computer programs such as Word, Excel, and Access. Requires excellent writing skills and grammar usage. Must have the ability to speak effectively before groups of customers or employees of the organization.

### Medical Lab Technician (MLT)

**Grade: 13 FLSA status: Non-exempt**  
**QUALIFICATIONS:** Licensed Medical Technologist or Medical Laboratory Technician. Associate's degree in Lab Science. At least four years laboratory and phlebotomy experience. **SKILLS AND KNOWLEDGE IN:** specimen collection, labeling and preparation; performing laboratory tests according to procedural guidelines in the areas of chemistry, hematology, urinalysis, coagulation, serology, and urine drug screen collection; adhering to the lab's quality control policies and documentation of all quality control activities, instrument and procedural calibrations, troubleshooting and instrument maintenance. Graduate from a clinical lab training program.

### Project Specialist

**Small Business Development** **Grade: 12 FLSA status: Non-exempt**  
**QUALIFICATIONS:** Requires an Associate's degree in accounting, or a closely related field. Requires a minimum of three years of work experience in accounting. Knowledge of and demonstrated computer experience/skills in using Microsoft applications and accounting software.

### Certified Medical Assistant

**1 full time position and 1 position at 32 hours per week**  
**Grade: 9 FLSA status: Non-exempt**  
**QUALIFICATIONS:** Current certification as a Medical Assistant. Knowledge of applied medical assisting principles. Current CPR/First Aid Certification. Minimum of three years experience in medical assisting with a minimum of one year experience in a clinical setting. Ability to operate a various medical equipment. Computer experience.

### Administrative Assistant

**Human Resources Department** **Grade: 8 FLSA Status: Non-exempt**  
**QUALIFICATIONS:** Requires one year or more of post high school education in a substantially related field of administration, business or accounting. Associate's degree preferred. Requires a minimum of two years of work experience. Requires advanced knowledge of word processing, spreadsheet, graphics and presentation software.



These are only brief descriptions. 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](http://www.grandronde.org)

## Help needed

Ten year old **DANYEL LEACH**, a student at Chapman Elementary in Sheridan, is suffering from an extremely rare illness that is slowly damaging her skull. It is similar to a tumor, but it causes holes to develop in Danyel's head. She has already had two surgeries.



A Portland radio station has started a trust fund at U.S. Bank for Danyel to offset the cost her medical bills. Anyone interested in contributing to this fund can make a donation at any branch of the U.S. Bank in the name of Kathy Salleng, Danyel's mom.

## Income tax preparation

By appointment only, the Small Business Development department staff will:

- prepare income taxes for tribal Elders
- assist anyone with preparing their own income taxes on Turbo Tax software.
- You will need to bring in your tax documents, such as W-2 and 1099 forms at the time of your appointment. If you are interested in this service, call Barbara Lake at 879-2476. Appointments are necessary!

## COMPUTER CLASSES

**MONDAYS** from 1 to 3:30 p.m.  
 March 6: Windows 95/98, part 1  
 March 13: Word Perfect, part 1  
 March 20: Windows 95/98, part 2  
 March 27: Corel Presentations

**TUESDAYS** from 9 to 11:30 a.m.  
 March 7: Quatro Pro, part 1  
 March 21: Quatro Pro, part 2

**WEDNESDAYS** from 9 to 11:30 a.m.  
 March 1: GroupWise and Intro to Tribal Network  
 March 8: Microsoft Word, part 1  
 March 15: Spread Sheets and Small Business  
 March 22: Microsoft Word, part 2  
 March 29: Computers and Small Business

**THURSDAYS** from 9 to 11:30 a.m.  
 March 9: Mac Operating System, part 1  
 March 23: Word Perfect, part 2  
 March 30: Mac Operating System, part 2

**FRIDAYS** from 9 to 11:30 a.m.  
 March 3: Intro to the Internet  
 March 10: Excel, part 1  
 March 17: Web Page Design  
 March 24: Excel, part 2  
 March 31: Power Point

Classes are FREE to tribal members and staff. \$10 for non-tribal.

To pre-register call 879-2484 or 879-2476.

The Computer Lab and Business Center have moved to upstairs in the Governance Center.

## SPIRIT MOUNTAIN CASINO UPCOMING EVENTS

THURSDAY, MARCH 9TH

### GEORGE CARLIN

SOLD OUT

One show only at 7pm. Ticket prices are \$25 and \$35. Tickets are available in person at Spirit Mountain Casino, at all Fred Meyer Fastix outlets, or by phone at 800/992-TIXX.

FRIDAY, MARCH 10TH

### BUY-IN SLOT TOURNAMENT

GUARANTEED \$15,000 FIRST PRIZE

\$150 buy-in. Tournament begins at 6pm. Register at the Coyote Club desk before March 3rd and receive a free dinner at Coyote's buffet. The top 30 scores receive a free night's stay at Spirit Mountain Lodge.

FRIDAY, MARCH 10TH

### MARDI GRAS

JOIN THE FUN

Spirit Mountain's Mardi Gras celebration will have a full-fledged Dixieland parade roaming the casino every hour starting at 5pm. In the Rogue River room, we'll feature a blues band for your enjoyment.

TUESDAY, MARCH 21ST

### BLACKJACK TOURNAMENT

GUARANTEED \$5,000 FIRST PRIZE

100% payback plus \$2,500 added! The entry fee is \$75 (cash only). Reservations will be taken daily at the Coyote Club desk from 9am to 11pm. Sorry, no telephone reservations accepted.

1-800-760-7977 • 503-879-2350  
 Hwy 18, Grand Ronde, OR • [www.spirit-mountain.com](http://www.spirit-mountain.com)

## SPIRIT MOUNTAIN CASINO

PRESENTS

# BLACKJACK CAR GIVEAWAYS

Come to Spirit Mountain and you can win a car playing blackjack. Every blackjack that includes a jack gets an entry into an end-of-the-month car drawing. A different car will be given away each month through December 2000. Ask your table games dealer for more details. Spirit

Mountain Casino, Hwy. 18, Grand Ronde.

1-800-760-7977. [www.spirit-mountain.com](http://www.spirit-mountain.com)



SPIRIT  
MOUNTAIN  
CASINO