



**Confederated Tribes of the Chehalis Reservation**  
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**JOB OPENINGS FOR THE WEEK ENDING: November 18, 2016**

**Prevention Outreach Specialist:**

Provides prevention services including healthy activities and education for individuals, families, and the community. Coordinates events, develops reports and tracking, and provides administrative support to the department. **Education/Experience:** Associates degree or certification in a related field with two years directly related experience preferred. High School diploma or GED with four years directly related experience required. Prefer experience with American Indian/ Alaska Native communities. Must be certified as a Strengthening Families Service Provider or able to become certified within 6 months of hire.

**Health and Disabilities Coordinator:**

Responsible for implementation of the Americans with Disabilities Act, the Individuals with Disabilities Education Act, and other special education provisions; works with teachers, parents, local education agencies, and community agencies in planning and program development, obtaining professional diagnoses and assessments of disabled individuals, and developing Individual Education or Family Service Plans; maintains records and writes reports; manages overall health and/or nutrition/food service activities of the organization; includes supervision of staff in health roles, report writing and maintaining, monitoring, tracking, overseeing and assuring confidentiality of health records. **Education and Experience:** Requires Bachelor's Degree in Early Childhood Education or Bachelor's Degree in closely related field with CDA or AA in Early Childhood Education. Must have a medical related background. Must have 2 years' experience working with children and families, preferably in Native American Communities. Prefer experience in Head Start/Early Head Start programs.

**Budget and Grants Manager:**

Perform, evaluate, or manage financial activities involving Tribal assets and resources in accordance with applicable professional standards. Plans and conducts complex studies to improve financial effectiveness of the Tribe. **Education/Experience:** Bachelor's degree in related field and two years directly related experience required. Prefer experience with American Indian/ Alaska Native communities.

**Tribal Employment Preference**

Confederated Tribes of the Chehalis Reservation applies a Chehalis Tribal Member and Native American preference policy to all employment opportunities as provided by Public Law 88-352, Section 703, Title VII, and Civil Rights Act of 1964.