



Confederated Tribes of the Chehalis Reservation  
420 Howanut Road, PO Box 536, Oakville, Washington 98568  
Phone: 360-709-1823 Fax: 360-273-3861 Email: [gfrancis@chehalistribe.org](mailto:gfrancis@chehalistribe.org)

## **JOB OPENINGS WITH CLOSING DATE OF February 16, 2018**

### **Realty Officer:**

Principal work will include: coordinating tribal real estate transactions for fee and trust lands, prepare and review real estate documents, negotiate land acquisitions, manage ILCA, trust to fee applications, land surveys and environmental reviews, work with BIA and BLM. Education and Experience: Bachelor's Degree in related field, Associate's Degree and 5 years experience as a Realty Officer II or equivalent can be substituted.

### **Community Health Nurse Part Time:**

Candidate must be experienced, highly skilled and creative Community Health Nurse with management, organizational and interpersonal skills. CHN will strive to help improve the health and well-being of the tribal community with a focus towards preventative illness/injuries to elders and home-bound patients. Home visits shall be the main focus. Education and Experience: HS Diploma/GED, RN degree with valid WA State Licensure.

### **Recruitment Coordinator:**

Responsible for recruitment activities and procedures including recruitment strategies, candidate sourcing, screening and interview process. Provide high level of customer service and maintain quality pre-employment onboarding process. Assist in day to day operations in HR Dept. and perform routine data input in to HRIS (ADP). Education and Experience: Associate's Degree or certification in related field with 3 years directly related experience; or a HS Diploma/GED with 6 years directly related experience may be substituted. ADP experience is required and experience working in American Indian/Alaska Native communities is strongly preferred.

### **Chore Worker:**

Assist elders and disabled adults with meeting activities of daily living needs; household cleaning, nutrition, laundry, food and clothes shopping, household organization, and local transportation as needed. Maintain client homes and living spaces as required to meet sanitary and safe living conditions. Education and Experience: HS Diploma/GED and experience working with native communities required.

### **HVAC Tech Trainee (TRIBAL ONLY)**

Plans, organizes and oversees the overall activities in relation to HVAC. May work with other departments for upkeep of tribal office buildings, fleet and sanitation. Complete reporting, conduct purchases and review he work in relation to HVAC to ensure compliance with all applicable regulations, policies, standards and safety requirement. Education and Experience: HS Diploma/GED with at least 2 years mechanical experience.

### **Geographic Information Technician:**

GI Tech will update, produce and analyze geographic information using ArcMap 10.3, work with other tribal departments to analyze and create maps and other GIS related projects. Responsible for organizing and managing all GIS related files and folders. Plan and design of land areas for tribal facilities or restoration projects. Education and Experience: Bachelor's degree in related field with at least 2 years directly related experience; or Associate's degree with at least 4 years directly related experience. Minimum of 2 years' experience with ArcMap software, ArcMap certification required.

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.

Confederated Tribes of the Chehalis Reservation is an Alcohol and Drug Free Employer, we follow Federal Guidelines.



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### **IT Application Systems Analyst:**

Responsible for the development, installation, setup, maintenance, and monitoring of the departmental and enterprise software applications at the Tribe. Performs a variety of applications, database development, website design, maintenance, evaluation, installation, and training task and ensures that applications, databases, and websites performance meet the organization's requirements. Education and Experience: Bachelor's degree in computer science or closely related technology field; or Associate's degree and 5 years of direct experience in the information technology field required. Additionally, a minimum of 3-5 years of software and application implementation experience is required.

### **Facilities Technician:**

Assist and complete repair, maintenance, and construction of all Tribal Government buildings and facilities as directed. Performs service and repairs to Tribal buildings and related equipment. Uses safety equipment and power equipment such as forklifts and lift trucks. Performs and assists with compliance matters and property condition assessments. Education and Experience: Associate's degree in related field with at least 5 years directly related experience; or HS Diploma/GED with at least 8 years directly related and verifiable experience may be substituted.

**Elders' Coordinator:** Organizes activities, schedules events, and provides information and referral to community Elders. Coordinates with the Wellness Center for Elders medical transportation needs and assists with the needs of Elders Committee when required. Provides general supervision for the Elders' Building and Elders' Cook. Education and Experience: HS Diploma/GED with at least 2 years directly related experience required and experience working with American Indian/Alaskan Native communities strongly preferred.

### **Elders Cook:**

Prepares and serves meals. Maintains a clean and organized kitchen and service area. Performs stocking and product quality checks. Adheres to all safety and sanitation procedures. Responsible for purchasing food and other supplies using approved vendors and ordering system, deliver meals as needed to home bound elders. Education and Experience: HS Diploma/GED and at least 2 years related experience. Must have WA State Driver's License and Food Handler's permit.

### **On Call Positions: Head Start Teacher Aides, Childcare Aides, Bus Drivers, Cooks, Receptionist:**

The Head Start program is always accepting applications for On Call/Substitute aides. This entails a variety of duties to include working in the classroom with the teachers, cleaning classrooms, helping the Head Start cooks. There is no set schedule and will be based on need. Basic knowledge of food preparation and sanitation regulations are required for those substituting in the Kitchen. Must be able to lift on a regular basis 50lbs. and on occasions maneuver objects weighing up to 100lbs. Bus Drivers needs valid WA CDL. Receptionists must be able to answer multi line phone system.

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