



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

JOB OPENINGS WITH CLOSING DATE OF March 16, 2018

NATURAL RESOURCES

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, fee to trust 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.

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.

CLINIC

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.

Quality Improvement Coordinator:

The QIC shall be responsible for all aspects of the CTWC Quality Care, risk mgmt, prep, and continuum for AAACH. The QIC conducts quality assurance and performance improvement activities to ensure the highest quality and most effective delivery of services as well as compliance with accreditation goals with AAAHC and CTWC policies and procedures and patient safety standards. This position provides clinical development such as chart and peer review, support services, technical assistance and training to clinicians, managers, staff and boards working for CTWC. Education and Experience: Associate's Degree in related field (Health Services Admin, Public Health, Tribal Admin, or Bus. Admin) with 1 year working in a clinical environment.

SOCIAL SERVICES

Chore Worker (Part Time 10 Hours a week):

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.

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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SOCIAL SERVICES cont:

Elder's 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.

ICW Caseworker:

To develop, implement, and evaluate case plans to enrolled Chehalis Tribal children who are found to be children in need of care through the Chehalis Tribal Court. Facilitates family reunification or other permanent placement planning as deemed necessary by the Tribal Court. Initiates life-changing decisions based solely on the best interest of the children. Education and Experience: Bachelors degree in related field and two years directly related experience preferred. Associates degree in related field with four years directly related experience required. Prefer experience with American Indian/ Alaska Native communities.

BEHAVIORAL HEALTH

Behavioral Health Director:

Responsible for overall management of the Chehalis Tribal Behavioral health department including Mental Health, Chehalis, Chemical Dependency, Prevention, and Domestic Violence programs. Direct, develop, and implement Behavioral Health Programs for the Chehalis Tribe. Oversee program requirements, staff relations, and support functions for these programs. Work to ensure the fulfillment of each program's mission and goals and provide vision and leadership. Education and Experience: Master's Degree in related field and 5 years directly related work and management experience preferred. Bachelor's Degree in related field and 8 years directly related work and management experience may be substituted. WA State licensed MHC, SW, MFC, CDP, MH Supervisor preferred.

MAINTENANCE / FACILITIES

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 the 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.

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IT

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.

LAW ENFORCEMENT

Community Resource Assistant (TRIBAL ONLY):

Non-Commissioned position that assists employees in Law Enforcement and Corrections as assigned. Responsible for assisting with overall direction, coordination, set up and evaluation of Community Events. Responsibilities include assist with evaluating procedures, training employees, planning, assigning and directing work; resolving problems within the Community based events. Perform community welfare checks, attends community events and services; coordinates, prepares, and hosts community events and performs related duties as required. Education and Experience: Associate's Degree. High School Diploma/GED with two years related experience may be substituted for Associate's Degree.

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

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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