



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@chehalis-tribe.org

JOB OPENINGS FOR THE WEEK ENDING: April 21, 2017

General Manager:

Responsible for effective and efficient administration of overall Tribal operations. Accountable for achieving Business Committee goals, objectives and compliance efforts. Incumbent will ensure accountability throughout the workplace, open communication among staff, and keeping informed on various tribal projects ensuring standards are being met. Demonstrated knowledge of regulations governing tribal operations, fiscal, human resources, IT, grants and general administration support. Must possess significant knowledge of general management and supervisory principles and practices. Education and Experience: Bachelor's Degree in related field required; TEN years experience in executive management in a tribal organization may be substituted for education.

Tribal Gaming Agent:

Responsible for monitoring all casino operations and services to protect the assets of the Chehalis Tribe and to protect the patrons and employees of the casino operations within the gaming properties as mandated in the Tribal-State Compact. Further responsibilities include assuring the gaming operation is in compliance with Chehalis Tribal Gaming Commission regulations, the Chehalis Tribal Gaming Ordinance, the federally recognized Tribal-State Compact, and any other applicable regulatory and criminal law. Education and Experience: High School diploma or GED required; college course work in criminal justice, business administration, or other related field is helpful. Prior experience in a Tribal Gaming Agency or Gaming Operation in the State of Washington is helpful.

Offender Re-Entry Provider:

Provides mental health guidance and chemical dependency outpatient treatment and counseling for inmates at the Chehalis Tribal Jail. Maintain the Offender Reentry Program and related files to Tribal, grant, and other established requirements. Works with other providers and Tribal programs and departments as part of an inmate services team to ensure improvement opportunities to inmates. Education and Experience: Bachelor's degree in related field required. Three years directly related experience preferred. Prefer experience with American Indian/ Alaska Native communities. Current Washington State licensed Mental Health Counselor, Social Worker or Marriage and Family Counselor required. Chemical Dependency Professional (CDP) Certification required. Willing to accept applicant with completed education requirements for either the Mental Health or Chemical Dependency Practice, but needing supervised hours in order to test for licensing.

Corrections Officer (2 positions):

Provide care and custody of prisoners incarcerated in the Chehalis Tribal Jail and maintain order and discipline amongst inmates. Participate in the day-to-day operations of the jail which involves, but is not limited to, booking and releasing offenders, maintaining security of the facility, escorting offenders within and/or outside the secure confines of the jail, effectively managing volatile and violent offenders, and fulfilling a number of clerical duties. Education and Experience: High School diploma or GED with at least two years directly related Corrections Officer experience preferred. Prefer experience with American Indian/ Alaska Native communities.

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.



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 FOR THE WEEK ENDING: April 21, 2017

Youth Education Program Assistant:

Works with school districts, students (K-12) and parents to assist in enhancing educational opportunities. Participate in outreach programs, staff K-12 summer programs; develop program involvement with other tribal/school programs. Education and Experience: AA Degree or 2 years working with children in a school setting, experience may compensate for education.

NURSE PRACTITIONER: The Confederated Tribes of the Chehalis Reservation seeks a Nurse Practitioner to join their Health Team. Provider will perform physical examinations, treatments (including referral), patient counseling, medication prescription, data collection and documentation, diagnostic and therapeutic procedures, and direct patient care services to patients of the Wellness Center. Works to promote good health and prevent illness through establishing and maintaining good communication and positive relationships within the community. Education/Experience: Licensed as Nurse Practitioner in Washington State or if from another State, able to obtain Washington license within 6 months of employment. Must have 2-5 (two to five) years' clinical experience working in a family practice setting. Prefer experience working in a tribal community. Must be able to use electronic health records. This is a full time position Monday thru Friday 8:30am-4:30pm.

Head Start Cook (Part Time):

Plans, prepares, and serves meals for the Early Learning Programs. Education and Experience: High school diploma or GED equivalent. Must have Food Handler's Card (or within 2 weeks of hire) Experience supporting basic knowledge of nutrition, food preparation, and sanitation. Prefer experience in Head Start/Early Head Start Programs.

Maintenance Tech:

Performs the repair, maintenance, and servicing of all Tribal Government buildings and facilities as directed. Accurate recordkeeping with regard to semi-annual inspection of equipment and general preventative maintenance. Education and Experience: HS Diploma/GED, two years directly related experience in Maintenance required.

On Call/Substitute 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. A wide range of availability is a necessity. 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 will need valid WA CDL.

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.