



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: September 8, 2017

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 and 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.

Corrections Officer:

Provide care and custody of prisoners incarcerated in the Chehalis Tribal Jail and maintains 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.

Law Enforcement Officer:

In cooperation with the community performs patrol, investigative, service and enforcement functions, provides for the safety of the public, and performs related duties as required. Provides good customer service; communicates courteously and responsively, and provides effective and efficient service to the public and co-workers. Education and Experience: AA in related field or graduation from WSP Academy or BIA Police Academy. Prefer experience with American Indian / Alaska Native communities.

Victim Services Case Manager:

Coordinate staff and daily activities of the Protective Service Program (ICW, Foster Care, Adult Services). Conduct investigations, make decisions on the best interest of children or vulnerable adult, oversee referrals for all ICW and vulnerable adult case work. Education and Experience: Master's Degree in related field with 3 years direct experience or Bachelor's Degree in related field with 5 years direct experience may be substituted for Masters Degree.

Money Follows the Person Planner (TEMP, GRANT POSITION):

This is a Grant Funded Position that will end on June 30, 2018.

This is a Medicaid initiative that helps individuals with disabilities and elders remain in their homes rather than move to a nursing facility. The MFP Planner will research and design a culturally sensitive community based long term care program to reduce the use of institutionally based services, complete feasibility assessment using community, outside agencies, and stakeholders as part of the assessment. Education and Experience: Bachelor's degree and 2 years experience with Medicaid, DSHS or relatable state federal agency required. OR an Associate's degree and 5 years experience working with Medicaid, DSHS or relatable state/federal agency. Must have technical writing and research skills.

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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Director of Natural Resources:

Responsible for overall management of programs of the Natural Resources Department (Forestry, Water Quality, Air Quality, Realty, Watershed Planning Environmental Protection and Mapping). Oversee program requirements, staff relations and support functions. Manage program grants, contracts, MOAs, and secure alternate funding to support existing and new projects. Develop, recommend and implement program activities, goals and objectives. Education and Experience: Master's Degree and 4 years management experience or Bachelor's Degree and 8 years management experience.

Director of Building & Infrastructure:

Responsible for overall management of the Buildings and Infrastructure operations. Coordinate and plan fleet, maintenance and janitorial schedule for all tribal facilities, day to day, responsible for routine and special projects, inspect remodeling and repair work to ensure compliance. Plan, organize, direct and inspect the work of the B&I team. Education and Experience: Bachelor's degree in related field with 6 years relevant experience in building construction and maintenance or Associate's degree in related field with 8 years relevant experience in building construction and maintenance. Comprehensive understanding of building maintenance and repair methods, mechanical equipment, A/C, fire systems, stand-by emergency power systems, water treatment and related preventative maintenance programs.

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.

Court Administrator:

The core responsibility of this position is the operation functions of the Chehalis Tribal Court and responsibility for insuring that all administrative aspects are operating effectively and efficiently. The Tribal Court Administrator is responsible for the supervision of staff as relating to the operational functions, assisting and preparing court budgets, insuring court security and compliance, overseeing court reports production, public information, and the administrative management of jurors and witnesses. Education and Experience: Bachelor's Degree in Criminal Justice studies or law degree; 5 years work experience in court operation in a supervisory position. Prefer tribal court experience, working knowledge of court clerks and probation officers.

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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