



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

REVISED JOB OPENINGS WITH CLOSING DATE OF December 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-LATERAL:

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.

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.

ICW Social Worker:

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: Bachelor's degree in related field and two years directly related experience. OR Associate's degree in related field and four years directly related experience.

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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Child Care Assistant:

Provides a developmentally appropriate classroom environment that will provide for social, emotional, physical and intellectual needs. Also assists in guiding parents toward interaction and care of children in the program.

Education and Experience: High School graduation or GED required. Prefer experience working with children and families, preferably in Native American Communities.

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 required. High School diploma or GED with four years directly related experience may be substituted. 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.

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.

Facilities and Events Specialist:

Compiles list of individuals or groups requesting space for activities at the Community Center, Tribal Center, Tribal Ball fields and other facilities and schedules as needed. Work various hours, handle and be accountable for event deposits and receipts. Plan and assist with Community and Culture Dept. events and activities.

Education and Experience: Associate's Degree required. High School Diploma/GED and 2 years directly related experience may be substituted for degree.

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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