



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 FOR THE WEEK ENDING: February 17, 2017**

**Crimes Victim Advocate:**

Develop, coordinate and enhance resources for Victim/Witness Assistance Program for the Chehalis Tribal Police Department. Ensure the rights of victims and witnesses within the criminal justice system. Ensure that these individuals receive information and necessary direct services because of their position as victims and witnesses. **Education and Experience:** Graduation from a four-year college or university with major coursework in sociology, psychology or related criminal justice field. Two or more years of experience in criminal justice and/or social casework. Additional education or related experience may substitute for the recruitment requirements. Prefer experience with American Indian/ Alaska Native communities.

**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.

**Youth Advocate Manager:**

Provides culturally responsive models through evidence-based curriculum, outreach, support, and appropriate referral services to youth and young adults. With a goal of reducing the impact of mental and substance use disorders and foster culturally implemented responses to those impacted by trauma to support youth and young adults as they transition into adulthood by facilitating collaboration among agencies. **Education and Experience:** Bachelors' degree in Psychology, Behavioral/Mental Health, or related field. 2-4 years counseling or related experience. Prefer direct experience with youth and grant management.

**Human Resources Director:**

Provide HR services in accordance with the Tribe's Personnel Policies. Plans, organizes and manages programs, include training, risk management, position staffing needs and employment testing, benefits, compensation, HRIS/ADP knowledge. Conduct grievance procedures, disciplinary procedures, as well as surveys with recommendations for appropriate revisions. **Education and Experience:** Bachelors degree in related field and five (5) years directly related experience required. Prefer experience with American Indian/Alaska Native communities. Prefer THRP, PHR/SPHR Certification. **(open until filled)**

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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**ICWA Attorney (Contract):**

Contractor will advise and represent CTSS in Chehalis Tribal Court as well as other Tribal and State courts in all ICWA, dependency and vulnerable adult cases. Must have Juris Doctorate and five years directly related experience with a preference to American Indian/ Alaska Native communities. Must be an active member of the Washington State Bar Association and eligible for immediate admission to Tribal Court. Valid WA State license, pass background check and pass pre-employment drug testing. Submit letter of interest and resume to: [gfrancis@chehalistribe.org](mailto:gfrancis@chehalistribe.org)

**On Call/Substitute Head Start Teacher Aides, Childcare Aides:**

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. This also includes helping the Head Start cooks with meal preparation, serving children meals, doing dishes and other duties as needed. 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. Able to work independently with little to no supervision. Must be able to lift on a regular basis 50lbs. and on occasions maneuver objects weighing up to 100lbs.

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