



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: August 18, 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.

Education & Classroom Coordinator:

Assist in managing day-to-day classroom operations of Head Start. Provide and maintain a safe environment for staff and children. Maintain regular attendance. Supervise, train, and evaluate teachers and teacher assistants in accordance with Head Start Performance Standards. Responsible for proper application and interpretation of policy and procedures by Teachers and Teacher Assistants. Responsibilities include supervision of the educational services; guides curriculum and program planning, development, and training; serves as resource for teachers; analyzes data and completes reports related to provision of educational services; may supervise classroom and other education staff, function as a resource and/or trainer for classroom staff and volunteers; observes and monitors classroom activities and children's records; reviews and analyzes data on child outcomes; Assist in the development of staff education plans and training outcomes. Education and Experience: BA in Early Childhood Education, 2 years experience working with families, experience in Headstart / Early Headstart Programs.

Headstart Cook (Part Time):

Plans, prepares and serves meals for the Early Learning Programs. Performs clean-up, purchasing and other related duties. Practice safe food handling practices at all times and assists cook in recordkeeping as required by USDA. Education and Experience: Must have HS Diploma/GED, Food Handler's Permit, CPR/First Aide certification, experience supporting basic knowledge of nutrition, food prep and sanitation. Experience working in Headstart is a plus.

Assistant General Manager:

Assists the General Manager in successfully implementing and managing projects, contracts, and staff of the Chehalis Tribe. Provides leadership to department directors on a variety of sensitive, difficult and complex administrative matters for the Tribe. Serves as a key member of the Tribe's leadership team with involvement in overall planning and management. Assists the General Manager in executing the decisions of the Business Committee. Education and Experience: Bachelor's degree in Business Management or related field, 10 years management experience in a tribal organization may be substituted for education.

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@chehalis-tribe.org

JOB OPENINGS FOR THE WEEK ENDING: August 18, 2017

Social Services Director:

Responsible for the overall management of the Chehalis Tribal Protective Services, Community Services, and Vocational Rehabilitation Programs. Direct, develop and implement Community/Social Service 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 degree in related field and five years directly related experience required. OR Bachelor's degree with 10 years directly related experience. Prefer experience with American Indian/Alaska Native communities.

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:** BA 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.

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.