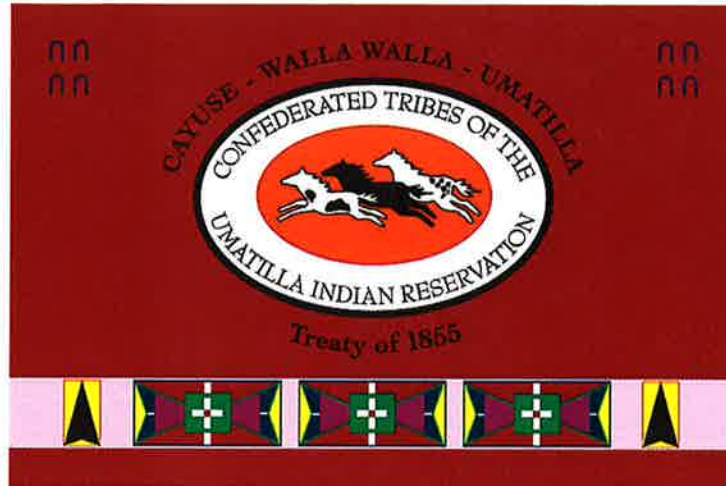


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 Timine Way, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

POSITION TITLE: Youth Employment and Intern Program Coordinator

DIVISION: Office Human Resources

SALARY: Salary Range 4
\$21,782.88 to \$33,797.88
Starting Salary: \$24,000.00 per annum DOE/DOQ

DEPARTMENT: Administration, Office of Human Resources

LOCATION: This position is located at the Nixyaawii Governance Center, Mission, Oregon, and Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Part-time with limited benefits. Hours increase during spring and summer; and decrease during fall and winter
Position may end on December 31, 2010 due to limited Funding. Position beyond 2010 requires Board funding
Covered Status Position

SUPERVISOR'S TITLE: TERO Program Manager and Human Resources Director

OPENING DATE: April 20, 2010

CLOSING DATE: Open until filled – First Review May 11, 2010

CTUIR MISSION STATEMENT:

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF POSITION:

Guided by the principles of fairness, inclusion, customer service, and teamwork, the CTUIR Office of Human Resources provides leadership required to promote a results-oriented work environment to meet the human resource needs of the Tribes. As a Youth and Intern Coordinator, the primary role of the Student/Intern position will be to coordinate three programs for student/intern employment within the Office of Human Resources. Planning, developing, organizing and implementing the programs objectives that coincided with the Human Resources mission statement by providing job placement and career development to CTUIR employees and community members, and maintain a safe, efficient and legally compliant work environment for employees.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

Primary

1. An integral member of the Human Resources team, the incumbent provides general support for the recruitment, selection, hiring, orientation, and training of employees with emphasis on improving Tribal, Indian, and Veterans preference.
2. Work with potential students/parents, interns, and CTUIR departments and enterprises in a professional manner.
3. Contact managers/supervisors within CTUIR and to solicit for job opportunities and internships with appropriate job requirements and job descriptions.
4. Insure applications for the Youth Employment /Internship Programs are complete with all relevant materials included.
5. Responsible for getting applications out in a timely manner.
6. Inform applicants of job openings and details such as duties and responsibilities, schedules, and working conditions.
7. Instruct and conduct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques.
8. Conduct, coordinate workshops and demonstrate the use of job listings to assist applicants with skill building for students.
9. Perform reference checks and prepare and submit background checks for applicants.
10. Coordinate interview panels for job applicants to match their qualifications with employers' needs.

11. Record and evaluate applicant's experience, education, training, and skills in the client files for training and employment forecasting.
12. Coordinate all worksite placements.
13. Plan & coordinate training for workers, supervisors and interns.
14. Insure required notice to accounting is complete for workers paid under the CTUIR payroll system.
15. Coordinate orders for supplies as needed for programs.
16. Submit a monthly and year-end report to TERO Manager that demonstrates statistical and narrative information on the program services.
17. Maintain records and required documentation for applicants and non-applicants to meet Tribal, Federal and State record keeping standards for audit purposes.
18. Plan and coordinate for year end activities.
19. Other human resource functions as determined by the TERO Manager and/or Human Resources Director.

Other:

1. Comply with TPPPM policy and procedures, safety codes, etc.
2. Promote a clean, safe and healthy work environment for employees and guests. Immediately report all concerns and requests to immediate supervisor.
3. Promote internal customer service standards through courteous and respectful behavior. Will also be front line staff for the Office of Human Resources; answer multiple phone lines, meet & greet customers, and general public.
4. Other related duties as assigned.
5. May also need to attend General Council, Board of Trustees sessions, training, seminars, and in various locations, on & off site from Tribal campus in support of the Youth Employment/Intern Program.
6. Provide reports as needed to respond to HR Organization.

CONFIDENTIALITY

Personal employee information is confidential and as such is to be shared only as required and only with those who have a need to have access to such information. All Human Resources Staff shall comply with employee information confidentiality per the Tribal Personnel Policy and Procedures Manual.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: Training Documents, staffing assignments for Youth and Intern Program Applicants

ACCESS TO SENSITIVE AREAS:

The incumbent shall have access to all sensitive areas within the Office of Human Resources including the records vault.

REQUIRED QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate they meet all of the following qualifications).

REQUIRED: High School Diploma or GED Certificate, plus six months of progressive experience in governmental or community based employment program or Human Resources/Personnel experience.

Preferred

1. An Associates Degree in Education, Human Resources, Communication or related field and minimum of one year of progressive professional responsibility and administration of education.

AND

1. Must have a valid Driver's License and meet tribal insurance requirements and must successfully complete a background and sign a confidentiality statement upon hire.
2. Demonstrated ability to understand financial budgets.
3. Demonstrated ability to communicate effectively with management, employees, and the public.
4. Demonstrated ability and working knowledge of Microsoft Office including Outlook (mail and calendar), Word, Excel, PowerPoint, Access, Microsoft Publisher. TEST MAY BE ADMINISTERED

PHYSICAL DEMANDS:

1. Ability to sit for long hours at a desk
2. Ability to lift boxes up to 40 lbs
3. Ability to sit for long hours in a vehicle and or airplane while traveling.

Pursuant to the Tribal Workers' Benefit Code, Section 4.02.A. *"all workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work."*

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Application Form.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.

3. Personal resume identifying your qualifications and experience relevant to the functions of this position.
4. Sensitive Form for Tribal Positions.
5. Copy of official college transcripts or High School Diploma or GED Certificate (as applicable).
6. Tribal and Indian preference must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran preference must provide proof of honorable service and discharge or completed Form DD214.

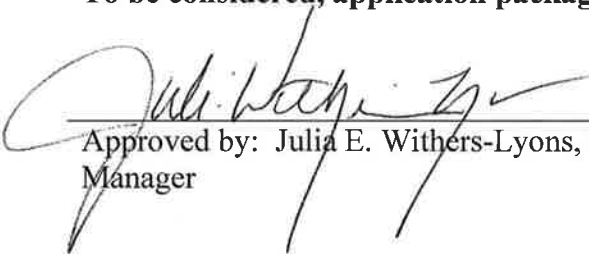
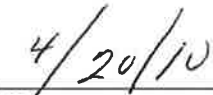
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
 Office of Human Resources
 P.O. Box 638
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

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|  <hr/> Approved by: Julia E. Withers-Lyons, Human Resources Manager | <div style="text-align: center;">  <hr/> Date </div> |
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Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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|---------------------|------|
| Applicant Signature | Date |
|---------------------|------|