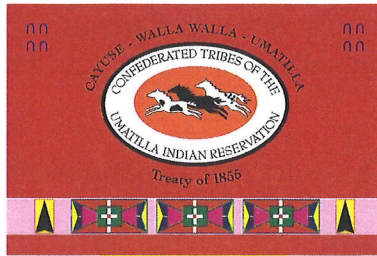


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



Re-Advertised

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Veteran Services Officer

SALARY: Pay Range: 2
\$20.00 hourly wage

DEPARTMENT: Department of Children and Family Services (DCFS)

LOCATION: Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

EMPLOYMENT STATUS: Part-Time with limited benefits (employees scheduled to work 129 hours or less per calendar month)
Covered Status
Background check required
Non-Exempt
This is a Grant funded position and is contingent upon grant funding

SUPERVISED BY: Veteran Services Representative

OPENING DATE: January 23, 2025

CLOSING DATE: Open Until Filled

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 Reservation. 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 DUTIES

The Veterans Services Officer will help ensure that veterans on the Umatilla Indian Reservation are being assisted in a timely manner. Shall promote and protect the rights of veterans within the community and their dependents and their survivors and work with other agencies to fulfill the needs of the veterans and their families.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must be able to work independently.
2. Assists in interview of veterans to help insure that claim for Veterans Administration (VA) compensation is filled out properly.
3. Assist identifying service needs of Veterans to include physical and mental health needs, clothing, educational and other resources.
4. Maintaining confidentiality for those served and of Veterans Program.
5. Responsible for filing and records keeping.
6. Responsible for completing Oregon Department Veterans Administration (ODVA) training for VA Accreditation.
7. Responsible for providing some transportation to and from medical facilities in the area as well as outside of area to include Portland, OR and Spokane, WA and Boise, ID to VA Medical Centers.
8. Assist in VA claims preparation to be sent for adjudication.
9. Helps gather and distribute changes in VA Law that may help with adjudication of claims that may have been denied in the past.
10. Prepares and processes intake packet to CTUIR Veterans Services and helps prepare claims to be sent to the VA.
11. Other duties as assigned pertain to this position by supervisor.

SUPERVISORY AUTHORITY:

N/A

SIGNATORY AUTHORITY:

N/A

ACCESS TO SENSITIVE AREAS: Requires access to sensitive areas of the department for documents and reports.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or equivalent, PLUS two years general office experience OR one year college with secretarial courses. Preferred Honorably Discharged from the Armed Forces.
2. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
4. Demonstrate the ability to establish clear direction and boundaries with Veterans and their families.
5. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.

6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal, Local, and State and Federal Governmental programs to provide services and information to keep veterans informed.
8. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, [Access, Adobe InDesign, Adobe PageMaker, Adobe Photoshop, *if used*] and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
9. Considerable knowledge of general office practices and procedures.
10. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 30 pounds over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. 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.
3. 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 §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age 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 pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies 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 Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if 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's preference: Must provide proof of honorable service and discharge or completed Form DD214.

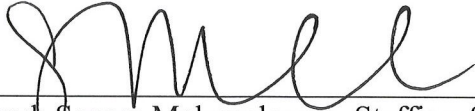
APPLICANT RESPONSIBILITY

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
Staffing and Onboarding
46411 Timine Way
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.



1/23/25

Approved: Sonara Malumaleumu, Staffing & Recruiting Specialist,
Office of Human Resources

Date

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.)*

Applicant Signature

Date

