



541-429-7180



HumanResources@ctuir.org



46411 Timine Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Resource Worker (Oregon Youth Corp) 2 positions
<b>SALARY:</b>	\$20.00 hourly
<b>DEPARTMENT:</b>	Department of Education
<b>LOCATION:</b>	Nixyawaii Education Center, Mission, OR
<b>EMPLOYMENT STATUS:</b>	Temporary Status not to exceed 129 hours per calendar month (12 weeks) Covered Status – Requires background and FBI fingerprint check Non-Exempt Ages 18-24 (Grant Focused)
<b>SUPERVISED BY:</b>	Language Program Manager/Sahaptian Language Resource Developer
<b>OPENING DATE:</b>	March 28, 2025
<b>CLOSING DATE:</b>	April 11, 2025, First review

### 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

Resource worker will perform general administration duties, assist in classrooms as needed, and participate in various cultural activities assigned by the Language Program which can include but is not limited to gathering and preparing first foods, gathering and preparing tule, making drums, and tipi/tent/lodge building/set up.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Must work with master speakers.
2. Must work with language teachers and students.
3. Ability to complete general admin tasks (printing, typing, answering phones, etc.)
4. Ability to work independently.
5. Attend workshops, trainings, and events.
6. Responsible for exercising safety procedures and practices always.
7. Must utilize traditional arts experience.
8. Other duties assigned by Crew Leader and/or Language Program Manager related to job duties/responsibilities mentioned above.

### SUPERVISORY AUTHORITY:

None

### SIGNATORY AUTHORITY:

None

### ACCESS TO SENSITIVE AREAS:

None

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

Grantee shall provide the following Grant requirements:

1. Local Oregon youth ages 14- 24 (Corps members who will turn 25 during employment are not eligible).
2. Oregon Youth Corps is committed to diversity in the crew setting. The crew makeup should aim to reflect the local community and include a gender, ethnic, cultural, and social mix.
3. 75% of youth served shall meet Oregon Youth Corps' disadvantaged and at-risk definition: "Those who may be unable to achieve the educational, economic, or social expectations of their community."
4. Must be able to take and follow directions from supervisors.
5. Must have observation skills and attention to detail.
6. Must have strong interpersonal and communication skills. Willingness to communicate with supervisors and co-workers is essential
7. Must have the ability and interest to work with others (coworkers, public, other departments/programs, etc.) and handle difficult situations in a professional and courteous manner.
8. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and work within defined timelines.
9. Must practice and support a "team player" philosophy.
10. Must be able to work independently and stay on task.
11. Must be able to follow rules and directions.
12. Assist department staff when asked.

13. Must be able to listen attentively, learn and be a good example to others when instructors, elders, presenters, guest speakers are teaching/presenting.

#### PHYSICAL DEMANDS:

1. Ability to sit for long periods of time.
2. Ability to stand and walk around for long periods of time.
3. Ability to bend over repetitively for long periods of time.
4. Ability to utilize full arm and leg range of motion repetitively for extended periods of time.
5. Ability to sit in automobiles for travel.
6. Ability to lift to 40 pounds repetitively.
7. Ability to walk over uneven ground and through brush.

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 employee 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 section 3.06.
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. Applicants 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 and Procedures Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 (both sections, 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.
8. Copy of valid Oregon commercial driver license (CDL) Class A, B, or C with a passenger endorsement and current DOT medical examiner's certificate.

## 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, the application package must be post marked by the closing date.**

  
Approved: Jue-Jue Withers-Lyons, Assistant HR Director,  
Office of Human Resources

3/28/2025  
Date

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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.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date