

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Early Childhood Collaborative Assistant
SALARY:	Pay Range 6-7 \$39,228.48 - \$57,641.52 annual DOE/DOQ
DEPARTMENT:	Department of Children and Family Services
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Non-Exempt, Covered Status Position (extensive background check required) <i>This is a grant funded position and is contingent upon grant funding.</i>
SUPERVISED BY:	Early Childhood Collaborative Coordinator
OPENING DATE:	August 12, 2025
CLOSING DATE:	Open until filled; review of complete applications on August 25, 2025.

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 Early Childhood Collaborative Assistant is responsible for providing coordination, facilitation and secretarial support to the Family Engagement Program. This position will support the recruitment and quality enhancement of early childhood development services through collaboration, training and community engagement.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for understanding, communicating and assisting with the implementation of the Child Care Development Fund (CCDF) plan.
 - a. Assists in the implementation of childcare recruitment activities for the CTUIR community.
 - b. Assist in implementing annual training plans.
 - c. Assists with providing enhanced materials and information to providers and staff.
2. Responsible for understanding and implementing the projects and grant activities that reflect the CCDF plan.
3. Responsible for understanding and supporting the implementation of the Ataw Miyánašma Department plan which includes: Ataw Miyánašma Learning Center, After School Program and Family Engagement Program (CCDF).
4. Responsible for facilitating collaboration opportunities among all entities that are involved in Tribal Early Learning Initiative with consistent and continuous communication which includes meetings, notifications, and one on one interactions.
5. Responsible for coordinating, developing and implementing a streamlined referral and intake system across all programs utilizing Tribal Information Management Systems (TIMS) or other identified systems.
6. Responsible for collaborating with CTUIR Departments and Programs to gather, organize and analyze data and assessments to assist in identifying needs of the community to enhance services delivered to young children and their families, including those with disabilities.
7. Responsible for organizing, filing, and storing program information. Data entry must be complete and up-to-date utilizing various software programs.
8. Responsible for assisting with satisfaction surveys of the childcare program services, the childcare providers' services and parent satisfaction.
9. Responsible for assisting with program operations.
10. Participates in meetings and training.
11. Performs a variety of other duties as assigned by supervisor.
12. Responsible for working evening and weekends as required.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS:

Family Engagement Files

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

Education, Experience, Licenses, Registrations, and Certifications:

Preferred:

- BA/BS degree in Child Development, Early Childhood Education, Social Work or closely related field of study and one year of experience in the fields listed above or closely related field.

Minimum:

- Requires an AA/AS degree in Early Childhood Education, Social Work or closely related field of study and a minimum of two (1) years of experience in Early Childhood Education or closely related field serving children and families.
 - High school diploma and (2) years related experience in Early Childhood Education or related field or equivalent combination of education, training, and experience.
 - Must maintain a valid state driver's license and meet insurance requirements. **Qualifications:**
 - Must be aware of child development stages.
 - Must have working knowledge of Early Childhood Education Best Practices.
 - Must demonstrate experience implementing plans.
 - Must demonstrate organization and time management skills.
 - Must demonstrate ability to communicate effectively, both written and orally. Specifically, can express and/or receive detailed information or important instructions through oral communication.
 - Must have the ability to learn and apply knowledge to practice.
 - Must be aware of the Indian Child Welfare Act.
 - Must be able to work evenings and weekends as requested.
 - Requires a First Aid/CPR certificate within the first 90 days of hire.
 - Requires a Food Handlers certificate within the first 90 days of hire.
 - Requires mandatory report training within the first 90 days of hire.
 - Requires training for Data Tracker/CARS within the first 90 days of hire.
 - Requires knowledge of computers, Microsoft Office (Excel, Access and power point), database programs, copy machine, and fax.
 - Must have the ability to perform multiple tasks in a fast-paced and demanding environment.
- Must be knowledgeable of CTUIR culture and traditions.

PHYSICAL DEMANDS:

1. Ability to use standard computer equipment and programs such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift and carry up to 25 pounds of files and event equipment.

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. 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 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 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

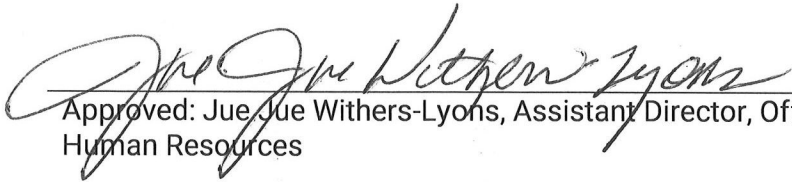
It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted

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 Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

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


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

8/12/2025
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

