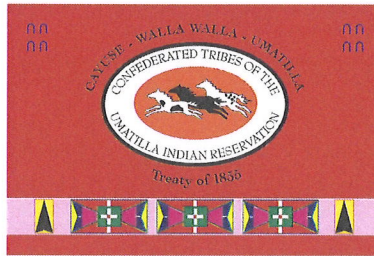


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT
Open to Existing Employees and CTUIR members

POSITION TITLE: Master Speaker/Historian

SALARY: Pay Range: 7
\$48,750-\$57,377.44 annual
DOE/DOQ

DEPARTMENT: Education Department/Language Program Mission, Oregon

LOCATION: Nixyáawii Education Center, Mission, OR

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status (requires extensive background check)
Non-Exempt

SUPERVISED BY: Language Program Manager

OPENING DATE: December 21, 2021

CLOSING DATE: December 29, 2021

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 employee will collaborate with other Native Language teaching staff and Language Apprentices in the collection and development of materials of the local three languages: Walla

Walla, Umatilla and Lower Nez Perce. The Master Speaker will work closely with Language Apprentices and Instructors in developing culturally based instructional materials for use in classrooms of language learners from pre-school to secondary level. The Master Speaker will cooperatively work with the Linguists, teaching staff and language learners.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Contribute in the implementation of the Board of Trustees' priority to preserve languages through documentation (text collection, direct elicitation, and grammar and dictionary development).
2. Maintain weekly/daily contact with the Language Apprentices and Teachers of other Indian Languages to insure goals and objectives are met.
3. Provide language instruction: for instance to Day Care, Head Start, students K-12, adults and various interested parties as suggested and scheduled by the Language Program Coordinator.
4. Collaborate, share ideals and cultural values to assist in the development of language preservation and protection policies and procedures.
5. Able to translate and transcribe the Umatilla, Walla Walla, and Nez Perce languages.
6. Use the Umatilla/Americanist alphabet that is used in the Umatilla dictionary and other Language Program materials.
7. Identify Umatilla, Walla Walla, and Nez Perce speakers in archival materials.

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.)

- Preferred High School Diploma or GED
- Must possess fluency in the Umatilla/Walla Walla/Nez Perce language in listening, understanding and speaking.
- Must have very good communication skills.
- Must be able to work under pressure and prioritize various aspects of the job.
- Must maintain rapport with staff, students and community members with appropriate cultural respect and care.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
2. Ability to stand and walk around for extended periods of time.

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 §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.

NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.

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.

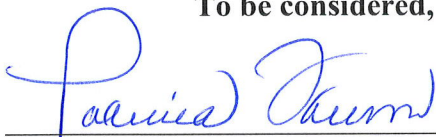
APPLICANT RESPONSIBILITY

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.



12/21/2021

Approved: JueJue Withers-Lyons, Assistant Director, 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