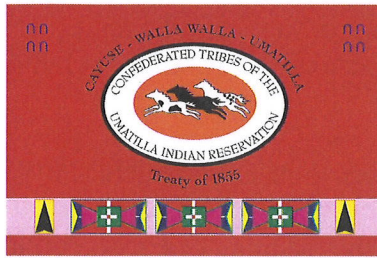


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Navigator

SALARY: Pay Range 7-8
\$47,500 to \$50,000 annual
DOE/DOQ

DEPARTMENT: Public Safety Department, Family Violence Program

LOCATION: Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background check required
Non-Exempt
(This is a grant funded position and is contingent upon grant funding.)

SUPERVISED BY: Family Violence Services Program Manager

OPENING DATE: March 17, 2025

CLOSING DATE: Open until filled with review of complete packets **April 17, 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 primary focus for this position is community engagement in healing, strengthening community relationships and partnerships, and strategic advocacy on issues of special interest, including access to equitable programs/services for American Indian/Alaska Native communities, Missing and Murdered Indigenous Women/People, hate & bias incidents, impacts of colonization on Indigenous peoples, and collaboration with other community-based organizations.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Grasp the nature, significance, and the meaning of Family Violence Services Mission Statement
2. Develop and lead coordination of Advisory Board
3. Address Missing Murdered Trafficked at three levels to include 1) community members, 2) Tribal Systems and 3) policy/procedures.
4. Develop and lead coordination of new multi-disciplinary effort to address MMIT for Tribe
5. Develop Tribal Response Plan for MMIT in partnership with Advisory Board and FVS staff.
6. Outreach to community, community partners, and businesses regarding program and awareness on trafficking, murdered, and missing.
7. Direct services to trafficked individuals. Must have ability to know resources and services for trafficked individuals.
8. Direct services to families of the missing or murdered. Provide resources and services to families of missing or murdered.
9. Employ prevention activities. Individual must be able to coordinate and facilitate prevention activities.
10. Coordinate training for the Tribal government and its entities.
11. Responsible for assisting families utilizing trauma-informed, client-centered and tribal specific.
12. Ensure the families of the missing, murdered and trafficked are at the forefront via advisory board, "town halls," Tribal media, KCUW, CUJ, Facebook, etc.
13. Prepares and processes monthly data for monthly, Tribal and grant reports.
14. Other duties as assigned: Attend meetings as required, case reviews and coordination; maintain client files and data tracking; attend professional development opportunities; perform other duties as requested by the program manager.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Sensitive areas of the department and program containing sensitive documentation and material. Confidentiality is always essential including electronic materials and hardcopy as well as all verbal discussion.

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

1. Associate degree in human services, social work, sociology or related field with four years' experience in the field of Social Services, Psychology or Social Justice. **OR**
2. High school diploma or equivalent, PLUS four years community-based victim advocacy experience, or social work, social justice.
3. Knowledge of American Indian and Alaska Native community a must.

4. Experience in community organizing, facilitation of community gatherings, and demonstrated commitment to centering Indigenous knowledge in organizational settings. Experience with direct client/customer service via multiple communication mediums.
5. Knowledge and awareness of, and responsiveness to the impacts of intergenerational trauma, bias, inequity, injustice, racism, and potential triggers for Indigenous communities.
6. Experience with de-escalation and stressful conversations preferred.
7. Proficiency with Microsoft Office Applications suite.
8. Proficiency with accessing and overseeing social media platforms.
9. Able to work a flexible Monday through Friday schedule that will involve office and offsite time.
10. Able to work occasional non-standard work hours or weekend days.
11. Must pass a background check, including relevant criminal history.
12. Must be team orientated with a passion for the well-being of Tribal Nations members.
13. Demonstrate empathy, compassion, accountability, and healthy boundaries.
14. 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.
15. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
16. 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.
17. 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 Governmental programs.
18. 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 training as directed by supervisor.
19. Requires ability to compile data, track data, and reporting skills for reports and grant compliance purposes.
20. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
21. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
22. Must have experience with developing and coordinating advisory boards, developing plans, and maintaining positive partnerships in previous work experience.
23. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

1. Strong communication, writing, and interpersonal skills.
2. Drive to constantly improve services provided and programming that serve American Indian/Alaska Native communities, communities in need.
3. Adept at working cross-culturally with people of diverse backgrounds, particularly American Indian, Alaska Native, Native Hawaiian and Pacific Islander communities.
4. Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with supervisors and appropriate staff.

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 25 pounds of records or other material in storage containers/totes/boxes, 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 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. 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 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.



Approved: Patricia Farrow, Staffing & Recruitment Specialist

03/17/2025

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