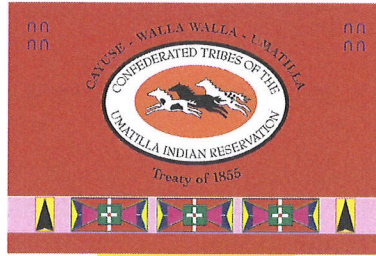


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**Re-Advertised**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Cmuytpàma Warming Station Operations/Volunteer Coordinator

**SALARY:** Range 2  
19.00 per hour  
DOE/DOQ

**DEPARTMENT:** Department of Children & Family Services

**LOCATION:** Cmuytpàma Warming Station located at/near Mission Longhouse-July Grounds

**EMPLOYMENT STATUS:** Seasonal (*37.5 hours work week not to exceed not six months*)  
Covered Status  
Background check required  
Non-Exempt

**SUPERVISED BY:** Workforce Development Coordinator

**OPENING DATE:** November 3, 2020

**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**

Will be responsible for overall operations of the Cmuytpàma Warming Station (warming station). Monitoring the activities of residents of the center to ensure compliance with the program rules and expectations. Also responsible for ensuring the safety of the residents and the security and sanitation of the facility. Supervision/training of assistant and all volunteers.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Advocates for the mission of the organization and upholds the agency's values.
2. Must work closely with Workforce Development Coordinator in training of volunteers.
3. Must work with Public Works Custodial Supervisor/Staff in ordering of cleaning supplies.
4. Consult with direct supervisor in referring clients to CTUIR/Yellowhawk community services as needed.
5. Assists with site operations and ordering of food.
6. Assists with sanitation of facility and daily laundry.
7. Responsible for coordinating scheduling of volunteers
8. Maintain resident sign-in/out log as well as all other logbooks and records.
9. Maintain visitor protocol and follow daily log procedures.
10. Follow appropriate critical incident protocol and accompanying documentation.
11. Maintain a comprehensive and accurate written record of events that occur during shifts as well as thorough incident reports.
12. Check for contraband in facility through general observation, room or package/purse searches per the search, contraband, and weapons protocols.
13. Answers telephone and route calls and messages to appropriate staff. Respond to in-person and telephone inquiries from the public
14. Receive, account for and secure all donations received during the shift, as well as provide donation receipts to donors upon request
15. Other duties as assigned that relate to the job duties identified above.

#### SUPERVISORY AUTHORITY:

Operations Assistant

#### 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.)**

1. High School Diploma or GED Preferred
2. Must be flexible with the ability to multi task
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
4. Supervision and maintain strict confidentiality
5. Must have the ability and interest to greet the public and handle difficult situations in a professional, courteous, empathetic and caring manner.
6. Must become knowledgeable of the types of services provided by the Tribal Governmental and Community programs.
7. Must have basic computer knowledge,

8. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).

#### 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. Occasional exposure to communicable diseases and other conditions.
4. Potential exposure to aggressive, psychotic and/or violent behavior.
5. Ability to lift up to 40 pounds.

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.**

## 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.

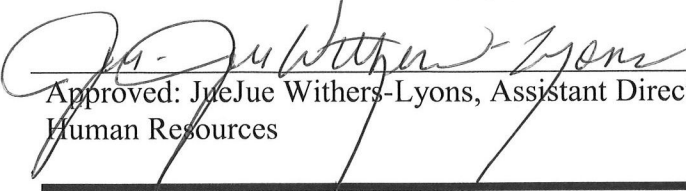
## APPLICANT RESPONSIBILITY

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: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

10.2.2020  
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.)*

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Applicant Signature

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Date

