

TU' KWA HONE NEWSLETTER

Burns, Oregon

August 24, 2020

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Cecil Dick

541.589.5264

Burns Tribal Chief of Police

Alan Johnson—541.589.1030

**Family & Children Services. /
ICWA**

Jody Richards—541-573-8005

Domestic Violence / Assault-

**Teresa Cowing,
541.573.8053 / 541.413.0216**

Police After hours:

**Call Harney County
911**

**Non – Emergency
541.573.6028**

**All Tribal Offices will be closed on Monday,
September 7, 2020. In observance of Labor Day.**

AM FIRE UPDATE – August 19, 2020 : Indian Creek Fire

The Indian Creek Fire started Sunday 8/16 on Hwy. 20 near Jonesboro at milepost 203 about 12:30 p.m. MT. The 14,000 acre fire is burning in rugged terrain with dense fuels. Fire growth is being impacted by thunder cells and associated updraft winds. The fire is moving in a north/northeasterly direction.

Last night (8/18) fire crews preformed a burnout operation to protect the homes on the Tribe's property at Jonesboro. They will continue to monitor the fire line near the homes today.

The photos below were taken at Jonesboro by Brittany Baumhover, a tribal wildlife technician. Photo on the left from last night's-controlled burn and on the right a photo from this morning (8/19) with a blackline around the structures and fire crews on site to monitor.



Pacific Northwest Incident Management Team 13, under Incident Commander Brian Gales, assumed management of the Indian Creek fire at 6:00 am on August 18th. Firefighters from the Vale and Burns Districts of the Bureau of Land Management performed initial attack in tough environmental conditions. Their actions provided a solid footing for current and future fire suppression efforts. Additional suppression resources have been requested and are arriving daily.

Highway 20 is open for all traffic. Firefighter and public safety is the number one priority. The public is asked to exercise caution when traveling from Harper to Juntura and Harper–Westfall Road due to the presence of firefighters and equipment along the roadway. Today, firefighters will work to expand and secure fire lines.

The cause of the Indian Creek Fire is under investigation. Anyone who was in the area of Hwy. 20 at Jonesboro near milepost 203 about 12:30 p.m. MT Sunday is encouraged to contact Vale BLM Fire at 541-473-6374 or the WeTip hotline at 1-800-472-7766. WeTip calls are toll free and anonymous.

Indian Creek Fire Information Office: 2020.indiancreek@firenet.gov 717-831-8113
Tribal Natural Resources office: 541-573-1375

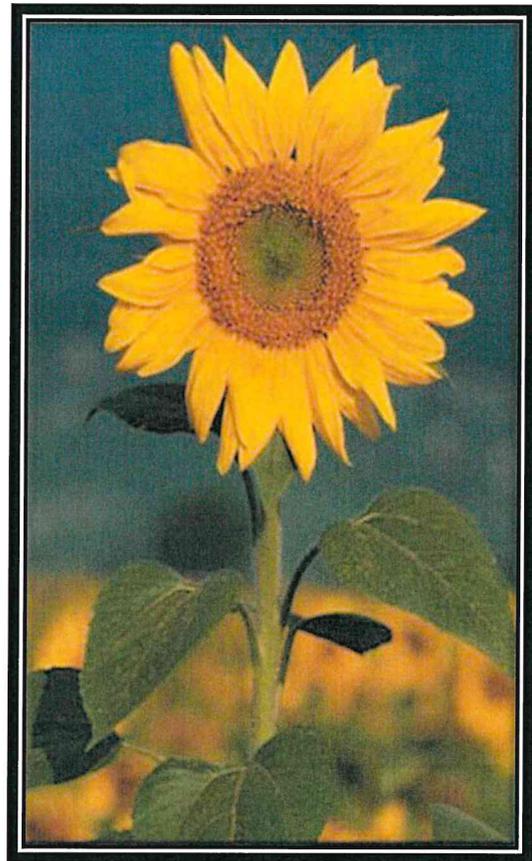


KEEP AN EYE OUT

Thursday September 3, 2020

The Alcohol and Drug Program will be handing out a second round of care packages at the Gathering Center from 10-1

Watch for information closer we get to the event.



Any questions please contact

Joellen 541-589-2380

Joellen.billington@burnspaiute-nsn.gov

I can deliver if I know in advance

Ceremonial Hunters:

Please note that due to staffing changes in the BP Tribal Police Department; Natural Resource staff will be the contact for Hunters for meat distribution with the ceremonial hunt this year.

When you are ready to deliver meat, please call:

Rhonda Holtby: (541) 573-8087

OR

Calla Hagle: (541) 573-8021

We will give you a list of names of elders that are next on the list (from oldest to youngest).

It will be your responsibility to hand out the meat and keep track of who you gave it to.

Please give us a call after you have delivered the meat to elders so that we know who has gotten meat and keep track of who still needs it.

Meat packaging materials, as well as gloves and masks for distribution are available. You must call ahead to make an appointment to pick up those items during work hours M-F.

Thank you for your contributions to the community!



Ceremonial Meat Distribution Update:

Burns Paiute Tribal Elders,

Please prepare for our Ceremonial Hunters to be contacting you to ask if you would like portions of meat throughout the season.

We would like to thank our Ceremonial Hunters for all the hard work, effort and patience that they have put into their hunting.

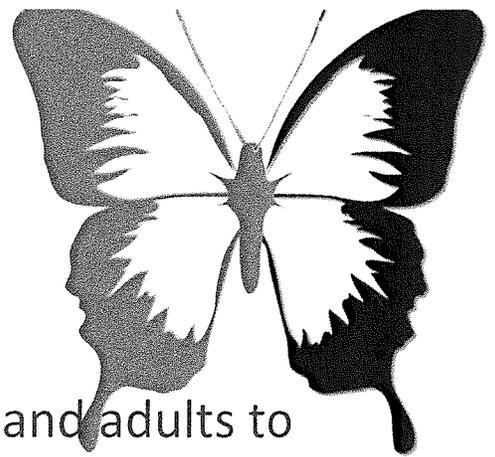
Wishing the Ceremonial Hunters the best of luck and safe hunting.

Thank you,

BPT Natural Resource Department

541.573.1375





Tips for Keeping Kids Safe

What we can do as parents, teachers, and adults to protect our kids:

1. **Educate your kids about human trafficking.** That it is here, what it looks like and to talk to you or another responsible adult if they think they see it.

2. **Communicate with your kids, and let them talk to you without judgment.** They need to know they are safer with you than anywhere else. One rule we had with our children was that if they did something wrong and they told us before we found out, they might have some consequences but their punishment would be less than if we found out another way.

3. Technology is a big part of how sex trafficking happens with youth. **Know your kid's passwords, know what is on their phone.** A good rule is "as long as you live under our roof, we have access to passwords, emails, texts, etc." Your child's privacy is important but so is their safety. If you talk to parents whose children have been sex trafficked, without exception, they will all tell you they wish they had monitored their computers, cell phone and activities on social media.

4. Technological devices now exist which include: **GPS tracking devices** which can be placed on phones, clothes, and in backpacks which help parents and authorities track your child and find them when they first go missing.

5. **Know your kid's friends.** Have them over to your home. Feed them a pan of brownies, a batch of cookies and sit down and talk with them. Know where they hang out and what they are like.

6. **Get youth involved in positive things,** community groups, sports, music, community service, and church youth groups. Surround them with positive peer pressure.

inourbackyard.org

Domestic Violence & Sexual Assault Program Cell (541)413-0216

Face Covering Facts

We all know that people spread respiratory droplets by coughing and sneezing. But did you know that we also spread respiratory droplets by talking, laughing, and singing?

These respiratory droplets are why **the Oregon Health Authority strongly recommends that Oregonians wear cloth face coverings** and why face coverings are required in many public settings.

Know the Facts

Fact: We wear face coverings to help slow the spread of COVID-19.

Face coverings help us keep our respiratory droplets to ourselves, which means people who wear them prevent spreading the virus to others. (1) (2) There are many types of face coverings, scarves, bandanas, and homemade coverings with loops that go over the ears.

Fact: Face coverings don't cause dangerous carbon dioxide to build up.

Face coverings don't cause enough carbon dioxide build-up to cause ill effects in otherwise healthy people. (3) In fact, masks have a tighter seal than face coverings, and farm workers, custodial staff, and hospital employees all wear them to stay safe in their workplaces.

Remember, though, that the following people should not wear face coverings:

- Children under age 2 years
- Anyone who has a medical condition that makes it hard to breathe when wearing a face covering.
- Anyone who has a disability that prevents the individual from wearing a face covering.

Fact: Cloth face coverings do not increase your risk of infection when used properly in public settings.

We wear cloth face coverings to help protect other people in case we have the virus—but no, wearing a cloth face covering doesn't raise your risk of infection. (4) (2) Be sure to wash your hands before and after touching your face covering and wash it daily.

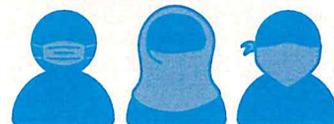
Fact: Face coverings do not cause the virus to “reactivate.”

Once you have a viral infection, wearing a face covering does not make it worse or make it last longer. It does, however, help you keep from spreading or passing it on to others. (5)

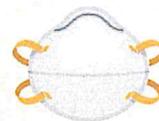
Definitions

To make sure we're all on the same page, here's what the Oregon Health Authority means when it uses these words...

- **Cloth face coverings** are protective barriers we use to help slow the spread of COVID-19. Some examples include homemade cloth face coverings, scarves, and bandanas.



- **Masks** are medical-grade equipment, including surgical masks and N-95 respirators.



- **Face shields** are sheets of clear plastic that cover the forehead, extend below the chin, and wrap around the sides of the face.



1. [Chu DK, Akl EA, Duda S, et al. Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis](#)
2. [Joshua Hendrix, Charles Walde, Kendra Findley, Robin Trotman. Absence of Apparent Transmission of SARS-CoV-2 from Two Stylists After Exposure at a Hair Salon with a Universal Face Covering Policy — Springfield, Missouri, May 2020](#)
3. [Derek K Chu, Elie A Akl, Stephanie Duda, Karla Solo, Sally Yaacoub, Holger J Schünemann, on behalf of the COVID-19 Systematic Urgent Review Group Effort \(SURGE\) study authors* Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis](#)
4. [Jessica J. Bartoszko, Mohammed Abdul Malik Farooqi, Waleed Alhazzani, Mark Loeb. Medical masks vs N95 respirators for preventing COVID-19 in healthcare workers: A systematic review and meta-analysis of randomized trials](#)
5. [Staymates, Matthew E. National Institute of Standards and Technology \(NIST\)](#)

You can get this document free of charge in other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.

Full Time Tribal Chief of Police Burns Paiute Tribe

Number of Positions: 1

Location: Burns, Oregon
Open: 08/13/2020
Closes: Until filled
Starting Date: To be determined
Salary: \$70,000.00 to \$80,000.00 DOE
Supervisor BPT General Manager

Position Overview:

Investigates complaints and problems relating to the criminal and Traffic enforcement on the Burns Paiute Tribe Indian Reservation Works under a community oriented policing concept Does related work as required

Duties:

1. Conducts investigation and interrogations, gathers evidence and takes statements from offenders and witnesses.
2. Evaluates performance of all personnel assigned 1-4 Patrol Officers & Court Clerks
3. Enforces Federal Criminal Codes
4. Patrols roads, streets, and business areas on the Burns Paiute Reservation in the enforcement of traffic and Tribal criminal law incorporating community Policing concepts.
5. Evaluates and implements policy on police equipment and weapons, illegal drug activity and adverse media coverage
6. Performs overall management of the Burns Paiute Tribal Police firearms program and ensures compliance to all provisions/regulations and initiates/completes corrective actions as needed
7. Maintain records and prepare reports necessary for efficient investigation, crime prevention, prosecution, and in conformance with office procedures.
8. Operates department equipment to include: computer, copier, radar, and fax machines.
9. Makes arrests, books prisoners, transport prisoner to court, and transports prisoner to other jurisdictions.
10. Serves warrants of arrest and civil papers as needed.
11. Informs the public and answers inquiries regarding tribal laws and ordinances, rules and regulations. Performs crime prevention functions with the public.
12. Acts as desk officer as needed in receiving complaints, dispatching calls, and answering the public questions.

13. Appears in court as a witness.
14. Maintains department equipment in good working order.
15. Assists outside agencies in emergencies.
16. Performs related duties as assigned.

Other Duties as Assigned:

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor, which may or may not be directly related to the position.

Desired requirements and qualifications:

To qualify for the position of Police Chief, applicant must have:

1. Preferred Associate Degree in Police Science or related field.
2. DPSST Certified
3. Minimum of 5 years' experience in the Police field.
4. Must submit to and pass a U/A before hire.
5. Must have valid driver license and submit three (3) years of driving records.
6. Subject to a background /security investigation
7. Must be 21 years old

Ability to:

Learn a considerable amount of factual material relating to Tribal Laws and Ordinance, Procedures and Regulations, and apply this knowledge to on the job situations. Comprehend and interpret laws, ordinances, and regulations. Understand complex oral and written instructions and be able to act upon them accordingly. Analyze situations and to act upon them quickly and objectively and then determine the proper course of action. Prepare clear, concise, and comprehensive reports. Assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Exercise the appropriate physical actions in the arrest and restraint of persons to ensure the safety of all persons. Establish and maintain a good working relationship with superiors, peers, subordinates, and general public. Conduct investigations, gathering evidence in a case, evaluate and analyze facts. Learn community Policing concepts and incorporate into daily work habits. Work varying shifts.

Special requirements:

Completion of a First Aid/CPR course. Meet and maintain qualification standards as required by the Bureau of Indian Affairs, Department Policy, and the Department of Public Safety Standards and Training.

Indian Preference:

Indian Preference will be given to candidate showing proof of enrollment in a Federally Recognized Tribe. In the absence of qualified Indian applicant, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

How to Apply:

Application and resume' with three (3) business references to:

Burns Paiute Tribe
Tammi.Holliday@burnspaiute-nsn.gov
Human Resources Coordinator
100 Pasigo St.
Burns, OR 97720
Phone: (541) 573-8017
Fax: (541) 573-2323

<http://www.burnspaiute-nsn.gov/index.php/resources/online-documents/documents/148-tribal-police-job-application/file>

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Full Time Police Officer

Burns Paiute Tribe

Number of Positions: (2)

Location: Burns, OR - Burns Paiute Reservation

Open: 08/13/2020

Closes: Open until filled

Salary: \$37,642 annually/DOE (Full Time)

Supervisor: Police Chief or appointed personnel

Position Overview

Investigates complaints and problems relating to the criminal and traffic enforcement on the Burns Paiute Tribe Indian Reservation works under a community oriented policing concept does related work as required.

Duties

1. Patrols roads, streets, and business areas within the Burns Paiute Reservation to also include all tribal owned and controlled properties outside the reservation. Enforce all Burns Paiute Tribal, Federal and State of Oregon criminal and traffic laws as applies to each different situation using modern community policing concepts.
2. Conducts investigation and interrogations, gathers evidence and takes statements from offenders and witnesses.
3. Maintain records and prepare reports necessary for efficient investigation, crime prevention, prosecution, and in conformance with office procedures.
4. Makes arrests, books prisoners, transport prisoner to court, and transports prisoner to other jurisdictions.
5. Serves warrants of arrest and civil papers as needed.
6. Informs the public and answers inquiries regarding tribal laws and ordinances, rules and regulations. Performs crime prevention functions with the public.
7. Acts as desk officer as needed in receiving complaints, dispatching calls, and answering the general public questions.
8. Appears in court as a witness.
9. Maintains department equipment in good working order.
10. Operates department equipment to include: computer, typewriter, copier, radar, and fax machines.
11. Keep Tribal Vehicles in operation at all times, checking the oil, tire pressure and overall maintenance required. Scheduling of appointments for service with approval of Supervisor.
12. Assists other city, county and state law enforcement agencies as necessary in emergencies and as directed by the Burns Paiute Tribal Police.
13. Performs related duties as assigned.

Other Duties as Assigned

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor, which may or may not be directly related to the position.

REQUIREMENTS AND QUALIFICATIONS:

To qualify for the position of Police Officer, applicant must have a minimum of:

- **High School diploma or equivalent. Must meet entrance requirements.**
- **Must be 21 years old.**
- **Must have a valid driver's license.**
- **Must be of good reputation, character and have no record of any questionable activities that would disqualify themselves from being accepted into the police academy.**
- **No felony or domestic violence convictions. No misdemeanor convictions within one year of application.**
- **Must pass the POST entrance exam for police officers with an average score of 75%.**
- **Must pass a medical physical submitted by DPSST.**
- **Must submit to and pass a U/A before hire.**
- **Must pass an extensive background check administered by the police department.**
- **DBSST Certified preferred.**

ABILITY TO: Learn a considerable amount of factual material relating to Tribal Laws and Ordinance, Procedures and Regulations, and apply this knowledge to on the job situations. Comprehend and interpret laws, ordinances, and regulations. Understand complex oral and written instructions and be able to act upon them accordingly.

Analyze situations and to act upon them quickly and objectively and then determine the proper course of action. Prepare clear, concise, and comprehensive reports. Assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Exercise the appropriate physical actions in the arrest and restraint of persons to ensure the safety of all persons. Establish and maintain a good working relationship with superiors, peers, subordinates, and public. Conduct investigations, gathering evidence in a case, evaluate and analyze facts. Learn community Policing concepts and incorporate into daily work habits. Work varying shifts.

SPECIAL REQUIREMENTS: Completion of a First Aid/CPR course. Meet and maintain qualification standards as required by the Bureau of Indian Affairs, Department Policy, and the Oregon Department of Public Safety Standards and Training.

Indian Preference Shall Apply: Proof of Enrollment required

Send completed application and resume to:

Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720
Tammi.Holliday@burnspaiute-nsn.gov

Application:

<http://www.burnspaiute-nsn.gov/index.php/resources/online-documents/documents/148-tribal-police-job-application/file>

Finance Administrative Assistant

Part Time Position: Finance Administrative Assistant
Hourly Rate: \$15.00 to \$20.00 DOE
Opens: August 12, 2020
Closes: Until filled

Duties and Responsibilities, including but not limited to

- Data Entry
- In the absence of the Administrative Assistant will cover front desk, phones, process incoming and outgoing mail, etc.
- Copies, collates, and binds reports, etc.
- Make weekly bank deposits
- Review and approve work of coworkers
- Audit Readiness*Prepare for and assist with annual audit of Accounts Payable, Grants, Contracts, and Fixed Assets
- Other duties as assigned

Qualifications:

- Any combination of education and/or experience providing the required skill and knowledge for success performance will qualify. High school diploma or GED
- General knowledge of computer hardware and software
- Experience with Word Perfect, Word Processing software, and Excel
- Team player personality with strong interpersonal and communication skills
- Commitment to confidentiality

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Coordinator
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Language and Traditional Culture Program Manager

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 10, 2020
Closes Open until filled (applications received by 5pm March 24th, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual property information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.
15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.

20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
2. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
3. Two years supervisory experience, including project management.
4. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
5. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning preferred.
6. Excellent communication skills and ability to work with others.
7. Valid Oregon State Driver's License, dependable vehicle and required insurance.
8. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
9. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
10. Successful grant writing experience preferred.
11. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
12. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Language and Traditional Culture Program.
13. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
14. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred). Willingness to actively work toward Wadatika Yaduan conversational proficiency.
15. Maintain First Aid/CPR certification

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:
Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Family and Child Services Director

Work Schedule: Monday - Friday 8:00a.m. - 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Position Summary:

The Family and Child Services Director acts in a key supportive leadership role within the Burns Paiute Tribe whose primary responsibility is the oversight of the Tribe's Social Services. The Director provides guidance to the General Manager in planning Family and Social Services strategies, goals, initiatives and structure in alignment with the Tribe's values and vision. The Director is responsible for budgetary and performance measures, achievement of goals and strategies, grant writing and reporting, and results of monitoring functions. The Director acts on behalf of the Tribe as the facilitator of the Child Protection Team and Adult Protective Services and oversees establishing protocols for the Teams and for staffing cases brought forward. This position works towards and encourages collaboration with the Tribe's programs and outside agencies to carry out optimal Tribal member care and support services while protecting and maintaining the confidentiality of all clients.

Duties and Responsibilities:

- Responsible for the operations of designated Social Services & departments, to include, operational planning, award & funding compliance, budgets, and records management
- Recruit, hire, oversee, evaluate, and train key positions within the Social Services Department and manage supervisory personnel
- Update and or develop procedures for Social Services programs which include but are not limited to: General Assistance; Child Care Program; Juvenile Crime Prevention Program; Domestic Violence Awareness Program; BIA Social Services Program; BIA Indian Child Welfare Program.
- Assists with program referrals to other Tribal services or community programs
- Regularly reviews all cases to ensure quality and adherence to local, state and federal guidelines or regulations
- Responsible for efficient and effective utilization of Social Services programs' resources
- Provides guidance, mentoring and support to Social Services management staff
- Responsible for services and quality assurance in the Family and Social Services programs, and resolution of concerns
- Ensures workplace safety guidelines are followed
- Ability to develop and maintain relationships with Tribal Community Members. This includes elders and all those that reside on the reservation, and the surrounding areas. Relationship building is key in this position, especially in child welfare cases or domestic violence crisis.
- Develop and maintain relationships with Tribal community partners and all Tribal departments and programs including and not limited to: Tribal Police, Tribal

- Courts, Tribal Housing, Natural Resources, Tribal Administration, Tribal Education, Tribal Culture & Heritage Programs and Enrollment
- Develop and Maintain relationships with local community partners including: Department of Human Services, Local Schools & Staff, behavioral health organizations and agencies, District Attorney's Office, Victim Services, Harney County Corrections, and Harney County Juvenile Department
 - Collaborate with community agencies as necessary and to represent the Tribe to guarantee the Tribe's needs are not neglected in the Social Services arena. Currently the committees represented by the BPT Social Services department are: Multi Disciplinary Team, Community Action Team, Community Action Team, Harney County Commission of Children & Families, Harney County Behavioral Health Advisory Board and Harney Partners for Kids and Families
 - Maintain a on-call status for times of crisis, to respond or send a designee
 - Responsible to monitor ICWA cases that are in start or other Tribal courts with children eligible to be enrolled in the Burns Paiute Tribe, intervening in cases and working with NAPOLS., Tribal Court, and ICWA committees regarding the case
 - Maintain monthly ICWA advisory meetings, maintaining documentation, offering training to ICWA committee members, participate in State ICWA cluster meetings, complete necessary reports to BIA regarding ICWA notices and responds to all ICWA notices within the time frame
 - Provide training to the Tribal community regarding child welfare including mandatory reporting training, good touch/bad touch training, sex education classes, etc
 - Work with staff to develop a yearly plan for activities, trainings, and speakers. Plan, coordinate, and follow through with logistics, resources, and activities that are geared to living on the reservation and Tribal members' needs
 - Coordinate Parenting classes for community members
 - Complete 6 months and yearly reports to BIA and Tribal General Council. Complete reports to Tribal Council as required
 - Develop policies and procedures as they relate to changing programs; work with Tribal Court personnel to develop Tribal Codes involving child welfare and delinquency
 - The facilitator of the Child Protection Team and Adult Protection Team are responsible to ensure investigations are completed and appropriate actions are taken after a report of harm is filed. Writes grants for Social Services and assists managers to write grants and budgets and budget narrative for them
 - It is the intent of this job description to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks as requested by his/her supervisor, consistent with the purpose of the position, department and/or the Burns Paiute Tribe's objectives.
 - Other duties assigned

Required Qualifications:

- Travel Local In-State Out-of-State, travel required for grant management, training and meetings.
- Minimum of a Bachelor's degree required in Social Work, Public Health, Humans Services or related field
- Ten years of experience in managing Social service programs, and personnel management.
- Experience in the development of human service strategies
- Experience managing private, state and federal grants; and grant compliance
- Experience in budget management
- Experience in policy and procedure development & implementation
- Knowledge and experience working with cultural diversities
- Knowledge of the Burns Paiute Tribe's culture and traditions
- License/Certification (or willingness to become certified)
- Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

Desired Qualifications:

Knowledge base must include:

- The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services
- The terminology commonly used in human services fields or settings;
- The elements of the care coordination process;
- The resources available to meet the needs of recipients;
- Critical Incident Reporting and Reports of Harm;
- The ability to organize, evaluate, and present information orally and in writing; and
- The ability to work with professional and support staff

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

HUD/NAHASDA Housing Director

Work Schedule: 20 hours per week to be determined later

Compensation: (DOE) Non-Exempt Employee

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Job Summary:

The successful candidate for this position is responsible for planning, development, administering and coordinating all phases of the Tribal Housing operations, which include (but are not limited to): accounting/reporting, operations and maintenance, securing funding, enforcing any and all regulations related to the Housing Department. Additionally, the director develops strategies to meet the services needs of the area, accounting, security, and tenant developments pursuant to HUD/NASDA and the Burns Paiute Tribe Housing Policies and Procedures.

Duties and Responsibilities:

- Responsible for management of Mutual Help, lease purchase and low rent housing in the organizations housing inventory
- Knowledge of rules and regulations governing Native American Housing programs and services
- Performs duties in accordance with NAHASDA regulations and program guidance and housing policies and procedures
- Updating and development of policies and procedures that could affect the efficient and effective operation of the housing management department
- Planning, development, and implementation of housing management services outlined in the IHP/APR
- Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained.
- Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings
- Updates waiting list to ensure qualified Burns Paiute Tribal members receive preference in selection process
- Assist in the determination of applicant eligibility
- Maintains waiting list of eligible applicants
- Selects eligible applicants when housing unit become available
- Notifies applicants of selection and approval
- Develops and administers annual budgets with approval from the General Manager
- Works with outside agencies, contractors, federal, state and tribal officials, represents tribal housing at national and regional conferences and meetings
- Sets work priorities, participates in hiring of new staff, selects and orders new equipment, and supplies to complete jobs
- Must have a good rapport with local Indian community
- Oversees housing site development and construction of HUD homes
- Computes payments for annual re-certification
- Conducts annual recertification counseling
- Processes delinquent accounts
- Schedules mandatory counseling for non-compliance of agreements
- Negotiates payback agreements
- Enforces housing collection policies
- Implements administrative remedies prior to any legal action
- Files legal notices - termination, vacate, force entry, and eviction
- Represents the tribal program in any legal or court proceedings

- Ensures that any vacated unit is properly inspected and renovated
- Coordinated inspections, repairs, maintenance with Force account and Maintenance Department
- Provides tenant orientation on their responsibilities and obligations prior to entering into lease agreement
- Performs other duties as assigned

Experience and skills required:

- Must have a valid driver's license, and ability to be covered by tribal insurance
- Must be able to administer HUD and NAHASDA guidelines
- Excellent verbal and written communication skills
- Contractor's license desired, but not required
- Must have knowledge of all phases of construction process
- Position requires time management skills and the ability to work well with varied levels of people/customers

Education and Requirements:

- Must have a high school diploma or GED
- Bachelor's Degree preferred/related experience and/or training commensurate
- Must pass a pre-employment drug and alcohol test
- Applicant will be required to authorize a background check per Burns Paiute Employee Manual. Failure to complete the form will disqualify the applicant for consideration for the position
- Indian preference will be given to applicants showing proof of enrollment in a federally recognized tribe. In the absence of a qualified Indian applicant, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration without race, color, creed, sex, politics, age, religion or national origin.

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

MAINTENANCE ASSISTANCE (1)

Job Title:	Maintenance Assistant (1)
Department:	Maintenance
Reports to:	Maintenance Supervisor
FLSA Status:	Full-time (32+ hours a week)
Opens:	June 24, 2020
Closes	Open until filled
Salary:	DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

Position Overview

Maintenance assistant must be able to work independently and be responsible for ensuring that facilities are clean and in good operating condition. Maintenance Assistance will perform general maintenance and repair of the buildings, grounds and equipment.

Duties

- Repairs and maintains physical structures of tribal facilities, office buildings using hand tools and power tools.
- Supervise Maintenance workers
- Safety Committee Member Attendee
- Keeping work/logs for Fleet vehicles
- Replaces defective electrical switches, light bulbs and other fixtures inside and out. Assemble office furniture. Hang wall items.
- Installation and Maintenance of Heating and Air Conditioning.
- Unload surplus food trucks (1 x month)
- Occasional backhoe work
- Paint structures, and repairs woodwork with carpentry tools.
- Manholes; flush yearly
- Frozen water systems, supplies and parts
- Pump house repairs
- Annual compliance trainings (Federal Law updates)
- Repairs and/or replaces plumbing fixtures.
- Removes roots, debris and other refuse from clogged sewer lines and drains, using hand or portable electric roto roter.
- Supervision of mowing lawns, weed eating, trimming hedges, raking and burning leaves and refuse. Watering yards.
- Maintain lawn equipment; Riding mowers, Weed eaters, Power and hand tools, miscellaneous supplies, fuel mixtures
- Refuse and Demolition; Dumpsters, manage Kessler burn pile, Spring clean up and appropriate refuse disposal (batteries, Appliances, tires, scrap metal furniture)

- Removal/Relocation of Education/EPA facility
- Safety maintenance; Door and window locking mechanisms; Keys tracking and distribution.
- Safety Equipment, maintain ensure proper use of, train and record, fire extinguishers, fire alarms
- Maintain security system
- Snow Removal from parking lots and sidewalks and paths; ice melt treatments.
- Clear snow from Elder's driveways.
- Other maintenance jobs or duties as assigned by management.

Other Duties as Assigned

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor, which may or may not be directly related to the position.

Requirements

MINIMUM QUALIFICATIONS:

- Must have a valid Oregon Driver's License
- Oral/Verbal Communication skills
- Computer skills

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Tammi Holliday
Human Resources Director
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, BPT Website or request one via email: Tammi.Holliday@burnspaiute-nsn.gov

Job Application: <http://burnspaiute-nsn.gov/index.php/resources/documents/162-2018-bpt-job-application>

BURNS PAIUTE TRIBE
HUNTING APPLICATION

Year 2020 Date _____

NAME: _____

ADDRESS: _____

*YOU MUST SHOW PROOF OF BURNS PAIUTE TRIBAL ID CARD (if requested)

PERMIT TYPE:

Self _____ -or- Designated Hunter Permit _____

Person Hunting for: _____

PERMIT VALID FOR: DEER –SEASONS:

BUCK 2 POINT OR BETTER --AUGUST 15 THROUGH OCTOBER 15

OR DRY DOE – OCTOBER 01 THROUGH OCTOBER 15

_____ I UNDERSTAND THAT FOR DEER SEASON, I WILL BE REQUIRED TO REPORT HARVEST DATA.

_____ I UNDERSTAND THAT DESIGNATED HUNTER PERMITS MUST BE SIGNED BY PERSON I AM HUNTING FOR UPON DELIVERY OF THE KILL, AND THE SIGNED FILLED PERMIT RETURNED TO THE TRIBAL COURT CLERK WITHIN 72-HOURS OF FILLING THE PERMIT.

RING-NECKED PHEASANTS	OCTOBER 16 – NOVEMBER 28
HUNGARIAN & CHUKAR PARTRIDGES	OCTOBER 16 – JANUARY 31
VALLEY OR CALIFORNIA QUAIL	OCTOBER 16 – DECEMBER 31
WATERFOWL	SAME AS STATE CODE

NOTE: SEASONS ARE SUBJECT TO CHANGE BASED ON SURVEY INFORMATION FROM NATURAL RESOURCE DEPARTMENT

UNDER FEDERAL LAW YOU CANNOT POSSESS A FIREARM IF YOU HAVE BEEN CONVICTED OF A FELONY OR CONVICTED OF DOMESTIC VIOLENCE. 18 USC 922. IF YOU HAVE BEEN CONVICTED IN TRIBAL COURT FOR DOMESTIC VIOLENCE OR COMMISSION OF A CRIME INVOLVING A FIREARM YOU ARE NOT ALLOWED TO HUNT.

HAVE YOU BEEN CONVICTED OF DOMESTIC VIOLENCE OR A FELONY?

YES _____ NO _____

I HAVE READ THE ABOVE AND WILL COMPLY WITH ALL REGULATIONS. IF VIOLATED THE FOLLOWING APPLIES:

1. CONFISCATION OF FIREARMS
2. CONFISCATION OF AMMUNITION
3. CONFISCATION OF ALL GAME.

APPLICANT'S SIGNATURE

AUTHORIZED BY:

BURNS PAIUTE TRIBAL HUNTING PERMIT

BURNS PAIUTE TRIBE

100 PASIGO STREET

BURNS, OR 97720

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION

Having made application with the Burns Paiute Tribe for a hunting license, I hereby authorize a complete investigation into my criminal arrests and convictions, I authorize the Burns Paiute Tribal Police, or another police agency authorized to conduct applicant investigations, to ascertain any and all information which may concern my criminal history, and release the Burns Paiute Tribe and all persons whomsoever from any charge because of furnishing said information. The purpose of the requested information is to determine the eligibility of individuals to possess firearms. I further acknowledge that I am aware the results of the investigation are confidential for the Burns Paiute use only and will not be disclosed to myself or any other person without proper authorization.

Name: _____ Date of Birth: _____

Any other name ever used: _____

Driver's License Number: _____ State of: _____

Social Security Number: (Optional) _____

Applicant's Signature

Date

OFFICE USE ONLY

Person conducting investigation: _____

Signature

Date



**BURNS PAIUTE
TRIBE**
Est. 10-13-1972

NUMBERS TO KNOW

General Manager, Charisse Soucie, (541) 573-8066
Human Resources, Tammi Holliday, (541) 573-8017
Payroll/AR, Lynda Fine, (541) 573-8012
Administration Reception, Beverly Beers, (541) 573-8016
Land Lease Compliance, Charisse Soucie, (541) 573-8066
Tribal Planner, Kenton Dick, (541) 573-5562
Comm Eco Dev Coordinator, Tracy Kennedy, (541) 573-8014
IT Director, Jonathan Mocan, (541) 573-8061
IT Help Desk, Andi Harmon, (541) 573-8060
Transit Operator, Victor Johnson, (541) 413-0057
Housing Director, contact GM, (541) 573-8066
Enrollment, Beverly Beers, (541) 573-8016
Health Services Director, Twila Teeman, (541) 573-8049
Wadatika Front Office, Rachel Samor, (541) 573-8050
Family & Children's Services Dir, vacant, (541) 573-8043
DV/SA Manager, Teresa Cowing, (541) 573-8053; (541) 413-0216
Tu Wa Kii Coordinator, Elise Adams, (541) 573-1572
Prevention Director, vacant, (541) 573-8046
A&D Program Coordinator, Joellen Billington, (541) 573-8003
Prevention Coordinator, Jody Richards, (541) 573-8005
Maintenance, Todd Richards, (541) 589-1299
Natural Resources Director, Calla Hagle, (541) 573-8021
Natural Resources Administrative Assistant, Rhonda Holtby, (541) 573-8087
Fishery Program Manager, Brandon Haslick, (541) 573-8084
Wildlife Program Manager, Carter Crouch, (541) 573-8086
Environmental Manager, Jason Fenton, (541) 573-8020
Environmental Tech, Andrew Beers, (541) 573-8022
Culture & Heritage Director, Diane Teeman, (541) 573-8096
Tribal Court Admin/Clerk, Linda Beaver, (541) 573-8072
Jonesboro, Lucas Samor, (541) 277-3375