

TU' KWA HONE NEWSLETTER

Burns, Oregon

May 11, 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**



LET'S LEARN & GROW TOGETHER!

Making Parenting A Pleasure
Presented by Bob Yunker

As we face new challenges such as working from home with children or sudden unemployment The Frontier Oregon Parent Education Hub would like to offer a free virtual parenting series.

This free six week class is for parents, grandparents, foster parents, teachers, or any child's caregiver wanting to learn positive tools for raising responsible caring children.

Classes will be held via Zoom every Tuesday from 6-7pm,
Starting May 5th through June 9th.

To register contact Sabrina @ 208-982-2676
Or
hetherws@harneyesd.k12.or.us

This activity is sponsored by
The Frontier Oregon Parent Education Hub
&
The Oregon Parent Education Collaborative

HAPPY MOTHERS DAY



2020 Voter Registration List

Burns Paiute Tribe

| | | | |
|----|----------------------|----|----------------------|
| 1 | Adams, Chester Dean | 30 | Hainline, Lee |
| 2 | Adams, Thomas | 31 | Hawley, Betty Lou |
| 3 | Adams, Zachary | 32 | Hawley, Derek |
| 4 | Bahe, Vanessa | 33 | Hawley, Eric |
| 5 | Barney, Ernest | 34 | Hawley, Paulette |
| 6 | Barney, Shayla | 35 | Hawley, Sara |
| 7 | Beers, Andrew | 36 | Holliday, Bucki |
| 8 | Beers, Beverly | 37 | Holtby, Dillon |
| 9 | Caponetto, Elisha | 38 | Holtby, Rhonda |
| 10 | Cook, Sean | 39 | Hoodie, DeWayne |
| 11 | Cress, Tippy Teeman | 40 | Hoodie, Lyle |
| 12 | Deboard, Anna | 41 | Hoodie, Maureen |
| 13 | De La Rosa, Deborah | 42 | Hoodie, Tyrone |
| 14 | De La Rosa, Devree | 43 | Jim, Michael |
| 15 | De La Rosa, Jose Jr. | 44 | Jim, Rodney |
| 16 | Defender, Bradley | 45 | Johnson, Aurelia |
| 17 | Dick, Cecil | 46 | Johnson, Wanda |
| 18 | Dick, Kenton | 47 | Kennedy, Aaron |
| 19 | Dick, Leland | 48 | Kennedy, Chandell |
| 20 | Dick, Lindsey | 49 | Kennedy, Christopher |
| 21 | Dick, Marlon | 50 | Kennedy, Keith |
| 22 | Dick, Sonya | 51 | Kennedy, Jarvis |
| 23 | Garcia, Krystal | 52 | Kennedy, Laura |
| 24 | Garcia, Shakina | 53 | Kennedy, Roxanne |
| 25 | Garcia, Sheena | 54 | Kennedy, Nathan |
| 26 | Garcia, Stephen | 55 | Kennedy, Taylor |
| 27 | GhostDog, Sarah | 56 | Kennedy, Tracy |
| 28 | GhostDog, Thomas | 57 | Kennedy, Vernon |
| 29 | Gonzalez, Vanessa | 58 | Lewis, Randall |

| | | | |
|----|---------------------|-----|----------------------|
| 59 | Lewis, Vincent | 92 | Soucie, Charisse |
| 60 | Melvin, Cheryl | 93 | Soucie, Kristeny |
| 61 | Norris, Rhiannon | 94 | Soucie, Timothy |
| 62 | Peck, Myra | 95 | Teeman, Bernadette |
| 63 | Proctor, Cynthia | 96 | Teeman, Bridget |
| 64 | Proctor, Rebecca | 97 | Teeman, Carla |
| 65 | Purcella, Anthony | 98 | Teeman, David |
| 66 | Richards, Dawnida | 99 | Teeman, Diane |
| 67 | Richards, Jody | 100 | Teeman, Ernest |
| 68 | Richards, Shelley | 101 | Teeman, Gilbert |
| 69 | Richards, Todd | 102 | Teeman, Hattie |
| 70 | Rodriguez, Jennifer | 103 | Teeman, Justin |
| 71 | Rodriguez, Judy | 104 | Teeman, LeAnne |
| 72 | Rodrique, Charlotte | 105 | Teeman, Lonnie |
| 73 | Sam, Avery | 106 | Teeman, Martha |
| 74 | Sam, Brenda | 107 | Teeman, Nora |
| 75 | Sam, Brett | 108 | Teeman, Twila |
| 76 | Sam, Bruce | 109 | Teton, Lanada |
| 77 | Sam, Clifford | 110 | Teton, Maria |
| 78 | Sam, Desiree | 111 | Todd, Elisa |
| 79 | Sam, Donna | 112 | Townsend, Fredrick |
| 80 | Sam, Garrett | 113 | Underwood, Caroline |
| 81 | Sam, Jane | 114 | Zacarias, Adelita |
| 82 | Sam, Jerry | 115 | Zacarias, Bernardo |
| 83 | Sam, Mariah | 116 | Zacarias, Christina |
| 84 | Sam, Selena | 117 | Zacarias, Darlene |
| 85 | Samor, Lucas | 118 | Zacarias, Derek |
| 86 | Serna, Karen | 119 | Zacarias, Dorene |
| 87 | SkunkCap, JoEllen | 120 | Zacarias, Florentino |
| 88 | Smartt, Alyssa | 121 | Zacarias, Isac |
| 89 | Snapp, Ambrosia | 122 | Zacarias, Joel |
| 90 | Snapp, Rachel | 123 | Zacarias, Latoya |
| 91 | Snapp, Yolonda | 124 | Zacarias, Manuel |

- 125 Zacarias, Marcus
- 126 Zacarias, Margarita
- 127 Zacarias, Nastassia

Attention: Parents and Guardians of Preschool, Middle School, High School and Higher Education Graduates



Class of 2020



The Parent Committee will be hosting a Graduation Celebration to honor the Class of 2020 graduates.

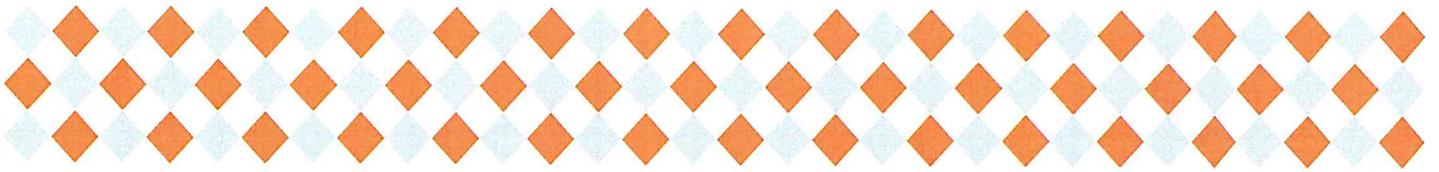
If your student is receiving a 2020 GED, high school diploma, technical/vocational certificate, or higher education degree, please contact the Education Program at 541-573-8007 or 541-527-2822 by Thursday, May 14th. These graduating tribal member recipients will be honored with a blanket and we want to make sure that your student is on the list.

Next week, the Parent Committee will send out further details about the Graduation Celebration, including the precautionary safety measures that will take place.

If you have any questions, please contact the following:

Vanessa.Bahe@burnspaiute-nsn.gov; 541-573-8007

Jody.Richards@burnspaiute-nsn.gov; 541-573-8005; 541-589-4595



Are you interested in a technical / vocational certificate or degree?

Please contact the Burns Paiute Tribe's Education Program for an application or information.

- Note: An application can be downloaded from the Tribe's website. Burns Paiute Higher Education Adult Vocational Training Application Instruction Packet: <https://www.burnspaiute-nsn.gov/index.php/resources/education/125-burns-paiute-higher-education-adult-vocational-training-application-instruction-packet/file>

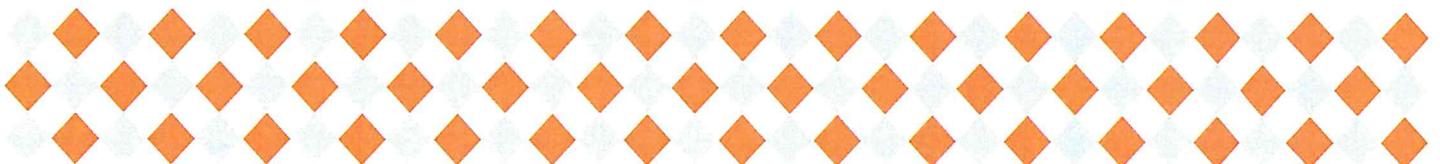
Contact Information:

Vanessa Bahe, Education/Employment Assistance Coordinator

Telephone: 541-573-8007

Email: vanessa.bahe@burnspaiute-nsn.gov

Hours: Monday-Wednesday (8:30 AM to 5:00 PM)



GERMS

are all around you.



Stay healthy.
Wash your hands.



General Manager

| | |
|---------------------|---|
| Job Title: | General Manager |
| Department: | Burns Paiute Tribal Council |
| Reports to: | Burns Paiute Tribal Council |
| FLSA Status: | Full time/permanent (+ benefits after probationary period) |
| Opens: | Feb 26, 2020 |
| Closes | Open until filled (1 st consideration given to applications received by March 26 th , 2020) |
| Salary: | \$80,000-\$110,000.00 DOE |

POSITION OBJECTIVES:

The General Manager (GM) provides the planning, organization, coordination, monitoring, and direction necessary to ensure effective administrative operations and programs of the Burns Paiute Tribe (BPT) based on existing Tribal goals, strategies, and objectives, within compliance with all applicable Tribal and Federal policies, regulations, and procedures. Furthermore, the GM ensures the organization's structure (table of organization) properly aligns with these goals, strategies, and objectives, including all related Human Services and program delivery requirements. Finally, the GM ensures that the staff is competent and receives any-and-all necessary training required to effectively do the work required by their jobs. It is the GM's responsibility to maintain the highest service level possible within the staffing and financial limits of the BPT.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Ability to promote the Burns Paiute Tribe's mission, vision, values, goals, and objectives in order to establish unity amongst staff. Must be able to provide constructive assistance in the resolution of interpersonal and interdepartmental misunderstandings, conflicts, etc.
2. Ensure development and any appropriate and necessary updating of a five-year strategic plan for the BPT and gain Council approval of the plan.
3. Coordinate the development, understanding, support, updating, and evaluation of annual tribal goals, strategies, and objectives based on the Council-approved BPT Strategic Plan.
4. Periodically evaluate and make necessary changes in the organization structure and operations to ascertain proper alignment with Tribal goals, strategies, and objectives. Ensuring that all staff is trained, competent, and effectively working to pursue and meet these goals, strategies, and objectives.
5. Knowledge and understanding of the meaning and significance of Indian Treaties, federal Trust responsibilities, Tribal-state relations, Tribal Self-Determination and sovereignty with the ability to work harmoniously with the Burns Paiute Tribal community and workforce.
6. Continuously evaluate tribal policies, regulations, and procedures. Propose and make any needed changes after gaining Council approval as appropriate.
7. Ensure preparation and gain approval for an annual tribal budgetary process and budget sufficient to pursue and meet tribal goals, strategies, and objectives, including making any needed changes in and/or complying with associated policies, regulations, and procedures.
8. Provide oversight and general supervision to all departments by working collaboratively with 2nd level managers to prepare and implement operational and program budgets plans.
9. Monitor compliance with all applicable tribal and federal policies, regulations, and procedures. Take corrective action as may be necessary and appropriate.
10. Assist staff in identifying funding resources for tribal programs and services, including capital projects and enterprises that align with the strategic direction of the BPT.
11. Oversee and provide guidance for the preparation, submission, negotiation, implementation, and monitoring of grants, contracts, and cooperative agreements between the BPT and other entities. Ensure that all grants, contracts, and cooperative agreements are managed in compliance with applicable tribal and federal policies, regulations, and procedures.
12. Oversee the planning, development, and completion of all capital projects, including land acquisition.
13. Oversee and provide guidance in managing employee performance and other personnel matters in accordance with the Employee Policy Manual, Tribal Governance Law, the Constitution of the BPT, and applicable federal laws, regulations, and guidelines.

14. Organize and hold regular, semi-annual work sessions (or more frequently if needed) to inform and keep Council members reasonably and formally up to date on tribal strategic issues, goals, achievement, the status of projects, and other information needed to help ensure the quality of their deliberations and effectiveness of their decisions.
15. Ensure provision of needed support services to the General Council and Tribal Council, including any Council-appointed committees.
16. In coordination with the Tribal Council, help ensure and support the development of appropriate and needed relationships with other tribes, government agencies, and organizational entities.
17. In coordination with the Tribal Council, serve as an official spokesperson (Point-of-contact) to the media regarding tribal plans, events, issues, etc. Ensure that any staff authorized to have media contact are adequately informed about the topic to be addressed and can communicate effectively.
18. Perform other duties as may be prescribed by the Tribal Council.

SUPERVISORY CONTROLS:

The Tribal Council outlines overall objectives in accordance with the policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The general manager selects techniques, methods, and procedures for accomplishing assignments, keeping the supervisor/Tribal Council informed of developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, or social problems.

The General Manager's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of tribal program management targets and objectives.

QUALIFICATIONS:

- Master's Degree in public administration, business administration, or a closely related field from an accredited university preferred.
- Bachelor's degree in public administration, business administration, or related field, REQUIRED plus ten (10) or more years of successful administrative/management work experience (tribal preferred), including strategic planning, policy analysis, organization change, budget development and financial management, performance management system development, public relations and board-of-control relations.
- Five or more years of successful experience managing an organization of 50 or more employees.
- Demonstrated knowledge of organizational development and change principles and techniques.
- Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding, and development.
- Possess a clear understanding of the importance of tribal natural/cultural resource preservation and methods to achieve it.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
- Demonstrated understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history.

OTHER REQUIREMENTS:

- Must submit to and pass a drug test.
- Must submit to a criminal background check
- Must possess a valid driver's license
- Must provide three (3) years of driving record.

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.

INDIAN PREFERENCE:

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

HOW TO APPLY:

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

Burns Paiute Tribe
BPTTribalCouncil@burnspaiute.onmicrosoft.com

Tribal Council
100 Pasigo Street
Burns, OR 97720

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

You may also download an application here: [BPT Application](#)

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

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

Finance Administrative Assistant

Part Time Position: Finance Administrative Assistant
Hourly Rate: \$15.00 to \$20.00 DOE
Opens: March 19, 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 Director
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 <u>5pm March 24th, 2020</u> 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.

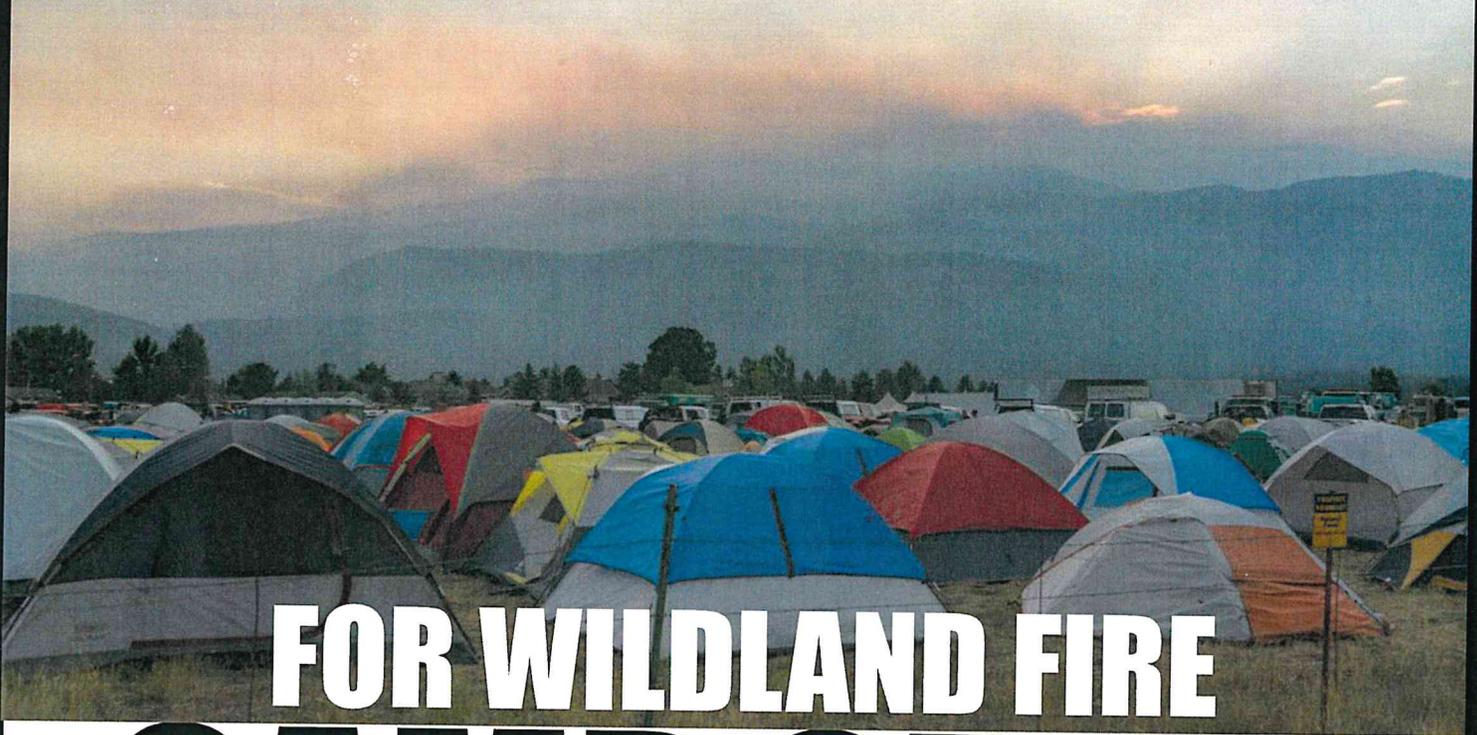
HOW TO APPLY:

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

WE WANT YOU



FOR WILDLAND FIRE CAMP CREW

- *Work on a call-when-needed basis
- *Wages from \$15.48-\$20.84/hr
- *Set up/take down fire camp; load and unload supplies; clean-up
- *Must be 16 years old by June 10 to apply, in good physical health, able to pass drug and background checks
- *Crew Member and Crew Boss positions available

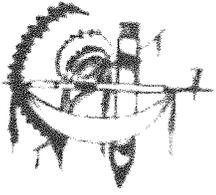
APPLY
March 13-May 1

*Applications available at Burns and Crane High Schools,
the local Employment Office and BLM.*

Email: orbic@firenet.gov

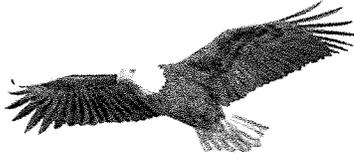
MORE INFO → **(541) 573-4545**





Education / Employment Assistance

100 Pasigo Street, Burns, OR 97720 / Phone:541-573-8007



5/11//2020

Harney County School District #3 is providing Distance Learning for All. Students are completing their school assignments by work packets or online through May 28, 2020..

“Let us put our minds together and see what life we can make for our children.”

~ Sitting Bull

Please contact your student’s teacher, if you have any questions regarding the school assignments.

Slater Elem. (573-7201), Hines MS (573-6436, & Burns HS (573-2044)

Contact:

Vanessa Bahe

541-573-8007

Email:

vanessa.bahe@burnspaiute-nsn.gov

Regular Office Hours:

Mon-Wed 8:30am-5:00pm

Harney County School District #3

Free Grab-N-Go Food for Kids 18 & Under

A combined sack breakfast and lunch meal will be available for students.

Sites where meals will be handed out:

Slater: 10:30 AM - 11:30 AM

Burns High School: 12:00 PM - 1:00 PM

Please contact Channon Rebeiro, if you have any questions regarding the school food service.

K-12 Academic Links: <https://www.burnsschools.k12.or.us/>

Slater Elementary School:

<https://sites.google.com/hcsd3.k12.or.us/slaterbulldog-slaterhomepage/slater-home>

Hines Middle School: <https://www.smores.com/d2jg8-hms-connection>

Burns High School: <https://www.burnsschools.k12.or.us/Domain/8>

Summer School for Tuwakii Nobi

Dates: July 20th and July 27 (work packets distributed)

Please contact Elise Adams (573-1572) for details.

American Indian Graduate Center

<https://www.aigcs.org> (Scholarship Deadline Extended)

The following information is from the State of OR on revised testing for certain groups.

It is the medical providers decision if a person needs to be tested for symptoms of the COVID-19. People in the following groups with fever, cough and shortness of breath will be given priority: *Healthcare workers and EMS workers; Residents and staff in a care facility or group living setting; Workers who provide in home services; Essential front line service workers who have regular contact with large numbers of people (people working in grocery store etc.); Patients 60 years of age or older; Patients with underlying conditions including high blood pressure, diabetes, lung disease, heart disease; People who identify as a minority race such as American Indian/Alaska Native or as having a disability; Pregnant women; Patients who had contact with a suspect or lab-confirmed COVID-19 patient within 14 days of their symptom onset;*

You must call the ahead of time to speak with your medical provider before showing up to Harney Health Department (541-573-2271) or HDH Family Care (541-573-2071) to discuss your symptoms and to see if you meet the requirements to be tested.

The Nurse Practitioner is at Wadatika Health Center on Wednesday mornings from 9 am to 11 am if you wish to make an appointment to be seen for any medical needs you have or discuss if you feel you need to be tested for COVID-19.

COVID-19 symptoms include: 1) Headache 2) Runny nose 3) fever and cough 4) Shortness of breath and 5) Sore throat. These symptoms are very much like flu, so a person is tested first for the flu to rule it out.

The best prevention to protect yourself is 1) WASH YOUR HANDS frequently with soap and water or use an alcohol-based hand sanitizer if soap and water is not available. 2) Cover your coughs and sneezes with a tissue and throw the tissue in the trash 3) Avoid close contact with people who are sick (within 6 feet) 4) Don't touch your eyes, nose or mouth if you have not washed your hands. 5) Clean and disinfect surfaces people often touch.

Barbara Rothgeb, NP, is the communicable health disease investigator for Harney County. She does the tracing to follow up on any communicable disease that happens in Harney County. *Wadatika Health Center does not receive any information about anyone who might test positive for COVID-19.*

Please call Wadatika Health Center for an appointment to see the Nurse Practitioner. 541-573-8050.

SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT

1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT

2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT

3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT

4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT

5

You can help stop COVID-19 by knowing the signs and symptoms:

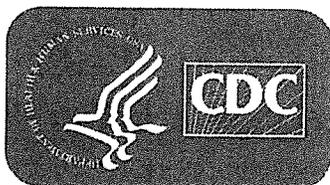
- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



What Tribal Members need to know about COVID-19

What is coronavirus disease 2019 (COVID-19)?

Coronaviruses are a type of virus (germ) that can cause cold-like symptoms and sometimes serious problems with lungs and breathing. COVID-19 is a novel (new) coronavirus.

What are the symptoms of COVID-19?

Mild to severe respiratory illness, or problems with lungs and breathing. Symptoms include:

- **Fever, cough, and shortness of breath**

How does COVID-19 spread?

Person to person by coughing, sneezing, or personal contact like touching or shaking hands. Someone with mild symptoms may spread the disease without knowing they are sick.

Who is most at risk?

Anyone can get COVID-19. Those at risk of severe illness include:

- **Elders and adults over 60 years of age,**
- **People with heart disease, lung disease, or diabetes.**

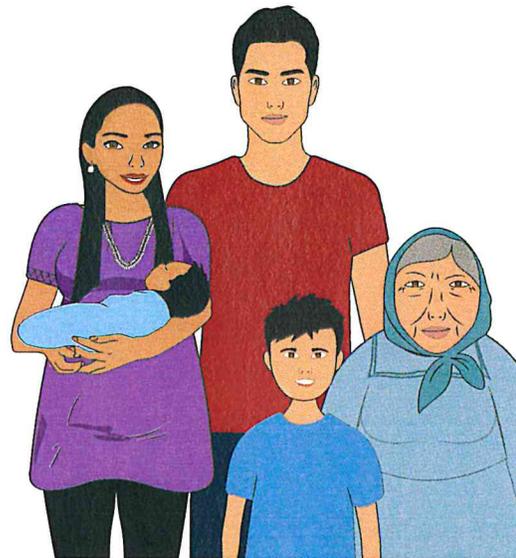
How can I protect myself and my family?

Stay at home. "Social distancing" is recommended. This means keeping your family at home and away from others who may be sick.

- If you must go out, try to stay 6 feet away from others.
- Avoid gatherings with other people.
- Avoid touching your eyes, nose, and mouth.
- Do not shake hands, hug, or touch others.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.

Have there been cases of COVID-19 in our state?

Yes, there have been cases in all 50 states.



If someone gets sick, what can they do?

- **If someone thinks they have been around someone with COVID-19 and they get a fever and symptoms such as cough or trouble breathing, they should call their healthcare provider or local Indian Health Service unit for medical advice.**
- In an emergency, call 911.
- People who are mildly sick with COVID-19 do not need to see a healthcare provider and are able to recover at home.
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash and wash hands.
- Stay home and away from others for 14 days to avoid getting others sick.
- Caregivers should keep sick family members away from others in the home and clean and disinfect surfaces and items that are touched often, like door handles, sink handles, toilets, remote controls, etc.

Is there a vaccine or treatment?

There is no vaccine. The best way to reduce the risk of getting sick with COVID-19 is to practice social distancing and healthy habits like washing hands regularly.

There is no specific treatment for COVID-19, but medical care can help relieve symptoms. If you are sick, call your healthcare provider for instructions.

For more information:
[CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)



JOHNS HOPKINS
CENTER FOR AMERICAN
INDIAN HEALTH

Effective March 26, 2020
Source: CDC

Tips for keeping yourself safe

Be Aware of Your Surroundings

Typically known as "situational awareness", make it a habit to know what's going on around you. When you walk into a room, look to your left and right to see who is lingering at the door, find your exits, look to see who is there. When you walk out of a door, immediately look to your left and right to see if anyone is lingering, look behind you often to make sure someone's not following you. You don't have to be paranoid.. You just need to be aware.

Get Off Your Phone

Is that phone call or text to your best friend about the Walmart chick you saw wearing nude colored leggings REALLY as important as your safety? That call/text can wait until you are in your car safely (with the doors locked). Not only are you able to be aware of your surroundings by any human threat, but you can pay attention to the traffic around you and not get run over.

Don't Leave Your Purse Unattended

Before you glaze over at this, hear me out. Not only are you going to lose your cash and your credit cards if someone grabs your purse, but your personal safety is at risk because they now have your home address. This extends the danger time to well past the moment he or she walked by your shopping cart or restaurant chair and nicked your bag when you weren't paying attention to the next time you're away at a soccer game, and they break in while you're gone. Or...while you're there. And if not them, someone they know looking for an easy mark.

Lock the Door Behind You

Make it an absolute rule of thumb that when you get into your car, lock the door immediately (if nothing else, just use the remote you've already got in your hand to lock up, too). When you come in from outside, lock the door immediately. When you go into a bathroom stall - lock first THEN find a place to put your bag. Too often attackers don't get you when you're going into the building or car but will wait until you think you're safe and relax your guard, and then open that door and you're stuck

Speak Up

Do not be afraid to speak to someone to ask them to not come closer if approaching you in a parking lot. Do not be afraid to yell for help if they don't stop. Do not be afraid to speak loudly to someone so that you can get the attention of others nearby. Do not be afraid to let your wishes be known that you do not want to be harmed. Might you be embarrassed if it turns out that you misunderstood the situation? What's a few minutes embarrassment when you read a situation incorrectly and ask for help compared to a situation where you stood and froze, too scared to say something because you didn't want to embarrass yourself and were harmed.

Park Safely

When parking, choose spots that are well-lit, amongst other cars, and as close to the main entrances of a building as you can (not so you can be lazy so that you spend less time in the car park as possible). Lock your car quickly, but keep your keys handy in case you have to get back in. Be aware of someone loitering near your car (do not approach), and always check in and around your car before entering. When loading your trunk, do so as quickly as you can and always keep aware on your surroundings of someone approaching.

Trust Your Instincts

Trust your gut. If you feel something weird about a situation, get out of it. If you have a sense of dread about walking into a dark area, don't - find some light. If a person is giving you cause to be concerned, excuse yourself from the conversation or cross the street to get away from them. I'm not talking about paranoia, I'm talking about that instinct that we tend to push aside - the hair raising on the back of your neck, goosebumps on your arms...*all telling you to flee!*

Momwithaprep.com

Domestic Violence & Sexual Assault Program

Cell (541)413-0216



SOCIAL SERVICE DEPARTMENT

The Social Service and Prevention Programs are still available for services, please do not hesitate to call. Thank you!

Teresa Cowing – Domestic Violence/Sexual Assault Coordinator – 541-573-8053

Joellen Billington. A & D Coordinator – 541-573-8003

Kristeny Soucie, DV/SA Coordinator – 541-573-8006

Desiree Sam, Child Care and GA – 541-573-8048

**Jody Richards, Prevention and Social Service Needs
541-589-4595**

**Lanette Humphrey, Suicide & Tobacco Prevention
541-573-8002**

Behavioral Health needs - If you are needing to schedule an appt for counseling (Symmetry Care), please call Jody and she can assist you.

**BURNS PAIUTE TRIBE NATURAL RESOURCES DEPT.
FISHERIES TECHNICIAN**

Title: Fisheries Technician

Agency/Department: Burns Paiute Tribe Natural Resource Department

Reports to: Fisheries Biologist

Classification/Date of Employment: Full Time/Temporary

Dates of Employment: June 8th – October 5th, 2020 (18 weeks)

Salary: \$14.61 / hour (BPT Grade 05)

Announcement Closing Date: May 25th, 2020

Reports To:
Fisheries Biologist

Location(s):

Primary locations Upper Malheur River and North Fork Malheur River. Week-long overnight camping stays will occasionally be required.

Qualifications:

- 1) Valid Drivers License
- 2) Prudent Motor Vehicle Record
- 3) High School Diploma or G.E.D

Job Duties/Summary:

The role of the fisheries technician is to support/assist the fisheries biologist and partner agencies with a wide variety of field tasks related to non-native brook trout control and bull trout/native fish recovery. Tasks may include electrofishing, eDNA sampling, bull trout spawning (redd) surveys, salmon surveys, gillnetting, minnow trapping, weir operation, macroinvertebrate surveys, creel surveys, stream habitat restoration, ground truthing, and data entry/checking. The fisheries technician may be involved with outreach and activities with tribal youth such as fishing/camping trips. Daily tasks are various and numerous and change daily and seasonally as necessary to accomplish projects. Work is outside in the elements and workers are expected to be prepared for rain, snow, sleet, heat, and various weather conditions as they occur. These duties require work to be performed with limited supervision. Occasional overnight camping trips will be required.

Requirements:

- Ability to drive 4-wheel drive trucks

Updated March 5, 2018

- Able to lift and carry 40+ lbs., able to hike several miles on various types of terrain, and be reasonably physically fit/flexible
- Able to work outside in varying weather conditions
- Comfortable euthanizing non-native brook trout
- Comfortable camping in the wilderness
- Detail-oriented
- Per the Tribal Policy Manual, the successful applicant will need to pass a background check and drug screening

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 qualification 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 preferences, age, religion, or national origin.

With questions regarding position please contact:

Brandon Haslick
Fisheries Program Manager
Burns Paiute Tribe
100 Pasigo Street
Burns, Oregon 97720
Phone: 541-573-8084
Email: brandon.haslick@burnspaiute-nsn.gov

To apply, please submit cover letter, resume, and application

(<https://www.burnspaiute-nsn.gov/index.php/resources/online-documents/documents>) by **May 25th** to:

Human Resources Dept.
Tammi Holliday
100 Pasigo St
Burns, OR 97720
Phone: 541-573-8017
Fax: 541-573-2323
Email: tammi.holliday@burnspaiute-nsn.gov

**BURNS PAIUTE TRIBE NATURAL RESOURCES DEPT.
WILDLIFE HABITAT TECHNICIAN**

Title: Wildlife Habitat Technician

Agency/Department: Burns Paiute Tribe Natural Resource Department

Reports to: Lead Technician/Site Manager

Classification/Date of Employment: Full Time/Temporary

Dates of Employment: June 8th – November 15th, 2020

Salary: \$14.61 / hour (BPT Grade 05)

Announcement Closing Date: May 25th, 2020

Reports To:
Lead Technician/Site Manager

Location(s):
Primary location Logan Valley and/or Jonesboro, OR. Extended work week-long overnight stays at wildlife mitigation properties will be required.

Qualifications:

- 1) Valid Drivers License
- 2) Prudent Motor Vehicle Record
- 3) High School Diploma or G.E.D
- 4) Experience identifying and/or treating weeds
- 5) Must be able to read a chemical label and safety data sheet and follow instructions to properly mix and apply products
- 6) Oregon Department of Agriculture Herbicide Applicators license is a plus

Job Summary

The Burns Paiute Tribe manages two properties that encompass over 8,000 acres of wildlife mitigation property. These properties are managed through the Natural Resource Department for the benefit of wildlife. The Wildlife Habitat Technician is required to stay at various locations during the work week as assigned. The Wildlife Habitat Technician is responsible for carrying out the daily tasks required to enact management and restoration objectives of these lands. Daily tasks are various and numerous and change daily and seasonally as necessary to accomplish projects. Work is outside in the elements and workers are expected to be prepared for rain, snow, sleet, heat, and various weather conditions as they occur. These duties require work to be performed with limited supervision.

Job Duties

The primary job duties include: building/repairing/removing fence, treating weeds with herbicide or by hand-pulling, equipment maintenance, accurate and detailed recording of field data.

Secondary job duties may include but are not limited to: chainsaw operation, maintaining irrigation systems, mowing, planting vegetation, driving long distances to obtain parts and supplies, on-going training for safety and job requirements, assisting other agencies or departments as directed, reports and write ups, handling livestock, and various other duties as assigned.

Requirements:

- Ability to use farm equipment such as tractors and mowers, all-terrain vehicles, and 4-wheel drive trucks.
- Be able to lift and carry 40+lbs, bend over, lean over, and hike on various types of terrain.
- Ability to drive a manual transmission vehicle.
- Per the Tribal Policy Manual, the successful applicant will need to pass a background check and drug screening

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 qualification 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 preferences, age, religion, or national origin.

With questions regarding position please contact:

Carter Crouch
Wildlife Program Manager
Burns Paiute Tribe
100 Pasigo Street
Burns, Oregon 97720
Phone: 541-573-8086
Email: carter.crouch@burnspaiute-nsn.gov

To apply, please submit cover letter, resume, and application

(<https://www.burnspaiute-nsn.gov/index.php/resources/online-documents/documents>) by

May 25th to:

Human Resources Dept.
Tammi Holliday
100 Pasigo St
Burns, OR 97720
Phone: 541-573-8017
Fax: 541-573-2323
Email: tammi.holliday@burnspaiute-nsn.gov

Updated March 5, 2018

Coronavirus – 19:

April 28th, 2020, Harney County identified its first positive case for the Coronavirus-19. Patient is currently in our local Harney District Hospital. This individual went out of town and returned with the virus.

Tribal community members are urged to wear face masks when going to grocery shop, pay bills, or seeing the doctor. If you do not have to go to town, please stay home. Have your family members do the grocery shopping for you or your family. If you have no family members, please call the Tribal Health Office @ (541) 573-8050 to request assistance in shopping or needing a transport.

If you run out of the Procedural Mask, please contact Tribal Health and they will gladly give you more masks or if you want gloves, please ask. Health is giving these PPE for adults only, not children. Call the Health Office (573-8050) for these supplies. One important thing to remember – *please dispose of your face mask and gloves in trash bins or your home trashcan.*

This virus is spreading into communities through-out the United States. It is deadly to older persons over the age of 55, and those with chronic sickness, but does not discriminate on age, or sex.

If you are not aware, the Tribal Council on March 17th, made a Declaration of Emergency for the Burns Paiute Tribe. This allows the Tribal staff to pursue necessary resources, medical supplies, and potential funding to support efforts in the event the virus enters our Reservation.

Harney County has submitted its “Plan to Re-Open Small Businesses for the County”. Oregon Tribes urged the State to maintain continued Testing, with quicker response time for the tests; maintain the social distancing requirement; no large gathering of people.

If you have been to the front of Harney District Hospital, they have erected one Surge Tent to handle additional testing or to handle patient surge if the hospital beds are filled.

The following Tribal Programs are continuing to provide essential services for the Community:

Administration:

Finance Dept: keep the bills paid & payroll; maintain program funding.

Management: Interim General Manager provides oversight of program activities. Administrative Secretary – answer phones, coordinates the newsletter, deals with limited member requests.

IT Office: Both staff are ensuring continued operation of computer servers, do weekend backups, planning of computer needs related to

the virus requiring staff to work at home; coordinating the arranging of Zoom Teleconferencing calls.

Emergency Services: Emergency Response Coordinator continues to work 8:00 to 5:00 on weekdays; and on-call over the weekends; continues to plan for variety of prevention awareness notices; plans in the event of a complete shut-down of Tribal Services and businesses closed in Burns and Hines; working on Program Strategic Plan to address the possibility of the Virus being around for 18 months – how can each program be prepared for the long haul.

Tribal Health: Staff continues to report to work in the morning to conduct health functions – logging in of appointments, verifying of medical billings; processing of bills, coordinate health clinic at the Tribal Health Center.

Law Enforcement: They continue to provide police functions as they normally do, need police response – all community members are to call - County Dispatch at (541)573-6028.

Fires: Report all fires by calling (541) 573-6028. When community members are burning debris, leaves, tree branches by your home, please make sure you have your garden hoses ready to put out the fire if it starts to get away from your yard.

Emergency Services has been receiving Personal Protective Equipment (PPE), since March 25th from Oregon Health Authority. Our inventory includes Procedural Masks; N95 Respirators; rubber gloves; surgical gowns; face shields; safety goggles; Scrubs - tops and bottoms; assortment sizes of hand-sanitizers – liquid and gel; and small amount of test kits.

Community members are asked to not flush non-disposable wipes down the toilet. I recommend you use flushable wipes.

Three important things that we as Tribal Members need to follow:

Please wash your

Hands after

Restroom use.

Cover your mouth

When

You cough.

Stay home.

2020 BPT C&H EQUIPMENT CHECK OUT/IN AGREEMENT

1) TERMS OF EQUIPMENT CHECKOUT

I, the undersigned, am checking out the **rototiller equipment** that belongs to the Burns Paiute Tribe, and is managed by the Culture & Heritage Department. I understand that while the equipment is in my possession, **I am solely responsible for the equipment checked out to me.** I agree that I am financially responsible for any damage to tribal equipment checked out to me and will pay the cost of replacement for any lost or stolen equipment checked out to me. I understand that the Burns Paiute Tribe may obtain repayment for any damage or loss of equipment by whatever legal means available to them. I hereby promise and agree to take care of equipment and use in a manner consistent in which it was intended for. I will return all equipment in good working order, when due, and understand failure to do so may result in ineligibility to check-out equipment in the future.

2) RELEASE OF LIABILITY

I, the undersigned agree to hold the Burns Paiute Tribe, and its employees harmless for any and all damage and/or injury to person(s) and property resulting from my use of the rototiller I have checked out from the BPT Culture & Heritage Dept.

CHECK-OUT:

Date/Time Checked Out: _____ Date/Time Due Back: _____

Participant check-out Printed Name

Participant Signature Check-out

Staff check-out Printed Name

Staff Signature

CHECK-IN:

Date/Time Returned: _____

On-time? _____ In Good Order? _____

Participant Printed Name Check-in

Participant Signature Check-in

Staff check-in Printed Name

Staff Signature Check-in

OFFICE USE ONLY:

Equipment

Specifications: _____

Mode: _____ ***Property #:*** _____ ***Other:*** _____

Name of Employee Releasing equipment: _____

Equip. Inspection: _____ ***Equip. Photos:*** _____ ***Equip. Instructions: V?*** _____ ***W?*** _____

Name of Employee Receiving Equipment at check-in: _____

Equip. Inspection: _____ ***Equip. Photos:*** _____ ***Notes:*** _____

2020 BPT Community Gardeners

**Neme gardeners who are growing
your gardens at your home; Culture
& Heritage Dept. has a rototiller
available for Check-Out beginning
Friday, May 8th**

**Sign-up to add your name to the
Check-Out list, is on 1st sign-up, 1st
serve basis. Each household can
check it out for up to 48 hours.**



Contact Elise (541)589-2428

Or Lindsey (541)589-0155

to be placed on list.

Sponsored by BPT, C&H