

TU' KWA HONE NEWSLETTER

Burns, Oregon

April 6, 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 FRIDAY—APRIL 3, 2020
IN OBSERVANCE OF GRAVESIDE SERVICES FOR
BETTY TEEMAN HAWLEY**

ATTENTION: Wadatika Health Center

New Procedures For Clinic Appointments

Barbara Rothgeb, Nurse Practitioner, will be seeing patients at Wadatika Health Center (WHC) again starting Wednesday, April 1, 2020. To follow recommended COVID-19 prevention measures WHC will keep the clinic doors locked to prevent unnecessary exposure to community members and staff. If you need to see the Nurse Practitioner you must call WHC to make an appointment by calling 541-573-8050. Depending on your medical need you will be able to be seen by video or talk to her by telephone conversation. If necessary, the Nurse Practitioner will refer you to the health department in town or to Harney District Hospital.

Burns Paiute Tribe Community

March 16, 2020

Due to the novel coronavirus (COVID-19)

Tribal departments/buildings/facilities will be closed with staff working remotely from home, indefinitely. Office phones will be forwarded to staff cell's or landlines, this is to prevent unnecessary exposure to both the community members and staff. Staff will be available by phone during their normal work schedule (8:00 am–5:00 pm).

Thank you for your understanding!

Charisse Soucie

Interim General Manager



Tips to Protect Yourself and Your Nation from COVID-19

By: Victoria Warren-Mears, PhD, Northwest Portland Area Indian Health Board

The spread of COVID-19 in our state, threatens our elders, our workers, our families, and our Nations.

To protect our people, the Northwest Portland Area Indian Health Board and the 43 federally-recognized tribes that is our Board, recommends that tribes in Oregon, Washington, and Idaho cancel social gatherings and non-essential services, and that all AI/AN people “stay home.”

Stay Home

It may feel like an overreaction, but each one of us has an important role to play to help prevent COVID-19 from spreading. The most important thing we can do to help prevent COVID-19 from spreading, is to stay home, even if you don't feel sick or think you are at risk. People can look completely normal and feel healthy, and unknowingly spread the virus to others. By staying home, you will protect those who are most vulnerable in our communities, including elders and those with asthma and diabetes.

Know how it Spreads

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Protect yourself and your loved ones

- **Wash your hands frequently:** <https://www.cdc.gov/handwashing/materials.html>
 - Regularly and thoroughly clean your hands with soap and water or an alcohol-based hand rub. **Why?** Washing your hands kills viruses that may be on your hands.
- **Maintain social distance**
 - Avoid close contact with people who are sick.
 - Put 6 feet of distance between yourself and other people. This is especially important for people who are at higher risk of getting sick. Only go out for essentials, like groceries or medicine. Group your trips and designate one healthy person to run errands to reduce exposure and contamination.
- **Avoid touching your eyes, nose and mouth**
 - **Why?** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Protect your Community and Nation

Stay home if you're Sick

- **Stay home** if you are sick, except to get medical care. Learn [what to do if you are sick](#).
- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow. **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear a facemask if you're Sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick](#).
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

If you have fever, cough and difficulty breathing, seek medical care early

- Stay home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.
- **Why?** National and local authorities will have the most up-to-date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

Clean and Disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

We know this period is stressful for many. We hope you are taking care of yourself and are finding strength in your community. Many of the places we visit, shop or gather have closed to lessen the spread of COVID-19, including our schools and local businesses. These are not easy decisions to make, but the swift action and effectiveness of these measures relies on our collective cooperation to protect ourselves, our families, friends and tribal communities.

Things you can Do to Cope

- Continue to practice spiritual connection and guidance, in your own way, at home, with your family
- Check on elders and neighbors. Drop off food for those who can't go out. H
- Have video and phone chats.
- Help explain the importance of staying home to elders and family members who might not understand.
- Exercise outside (hiking, biking, walking)
- Create a schedule for your family (including games, books, and meals), remember to take a break from social media and the news.

Learn more: <http://www.npaihb.org/covid-19/>

I'm everywhere...

In every home, sitting beside each child, and in the nervous heart of every adult, joyfully radiant. Knowing that this unfolding pandemic, like all crises, will ultimately awaken your spirit, rearrange your priorities, draw you together, and inspire an everlasting compassion.

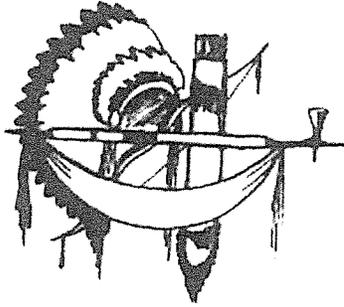
Life is beautiful. It never ends. Fear not.

Tallyho,

The Universe

PS. This too shall pass, and in its place, self-awareness like it's never been known.

Sheila Lopez, Founder of Native PFLAG



Burns Paiute Tribe

Office of the Tribal Council

100 Pasigo St

Burns, OR 97720

Phone (541)573-1910

Fax (541)573-2012

BURNS PAIUTE TRIBE
Burns Paiute Tribal Council

RESOLUTION NO: 2020-06

Declaration of State of Emergency

WHEREAS, the Burns Paiute Tribe (“Tribe”) is a federally-recognized Indian Tribe and has adopted a Tribal Constitution (“Constitution”) designating the Burns Paiute Tribal Council (“Council”) as the elected governing body of the Burns Paiute Reservation; And,

WHEREAS, the Council (“Council”) is authorized to act on behalf of the Tribe pursuant to Section 1(s) to take any and all actions necessary and proper for the exercise of powers and duties delegated to or vested in the Tribal Council; And,

WHEREAS, the novel coronavirus causes an illness known as covid-19. Coronavirus are a group of viruses that can cause respiratory disease with the potential to cause serious illness or loss of life; And,

WHEREAS according to the U.S. Centers for Disease Control and Prevention, COVID-19 presents a “high” potential public health threat, both globally and in the United States. It spreads person-to-person through coughing, sneezing, close personal contact such as touching or hand-shaking, or touching an object or surface with the virus on it, and then touching your eyes, mouth, or nose. The symptoms are coughing, runny nose, and difficulty breathing.

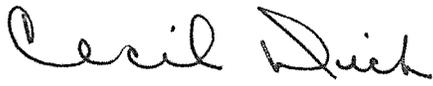
WHEREAS, the President of United States declared a national state of emergency on March 13th, 2020, and the Governor of Oregon declared a state of emergency via Executive Order No. 20-03, on March 8th, 2020; And,

WHEREAS, in order to ensure the Burns Paiute Tribe is taking appropriate measures to protect the tribal membership, and guard against and prepare for COVID-19, a declaration of emergency is necessary.

NOW LET IT BE RESOLVED that to protect the health and wellness of the Burns Paiute tribal membership and community, the Burns Paiute Tribal Council declares a tribal nation state of emergency.

CERTIFICATION

We, the undersigned Chairperson and Secretary-Treasurer of the Burns Paiute Tribal Council, do hereby certify that the Council is composed of seven (7) members of whom five (5) constitute a quorum, that a quorum was present at a meeting thereof duly and regularly called, noticed, convened, and held on this 16th day of March, 2020, and that the foregoing Resolution was duly adopted by five (5) affirmative votes, with zero (0) opposing, and zero (0) abstaining. The Chairperson's vote is not required except in the case of a tie.



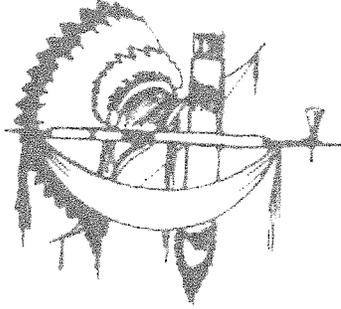
Tribal Council Chairperson



Tribal Council Secretary-Treasurer

Date: 17 March 2020

Date: 16 March 2020



Burns Paiute Tribe

Office of the Tribal Council

100 Pasigo St

Burns, OR 97720

Phone (541)573-1910

Fax (541)573-2012

Tribal Membership Notice

Dear Tribal Membership,

The Tribal Council is actively working to prepare our community for the best possible defense against the coronavirus (covid-19) pandemic that is spreading throughout the world and throughout our country and state. To protect our people, all tribal offices are closed for in-person services except for the health clinic which is taking people by appointment. Staff who can work from home are doing so and are available via phone or email should you need them. At the end of March, the Interim General Manager, Charisse Soucie, in communication with the Tribal Council, will re-evaluate the community health risks of reopening our offices. We will not re-open the offices until we are confident the danger of spreading the coronavirus within our community is over. In the meantime, staff are working to increase the ability of our tribal programs to provide service on-line via the internet. Staff are also working to make sure our Elders and most at-risk tribal members are having their needs met.

On Monday, March 16th, 2020, Tribal Council approved a resolution declaring a tribal nation state of emergency. We are in the process of review in for approval by the end of the week, an Emergency Operations Plan to address this public health emergency. We anticipate receiving financial assistance to meet the immediate and longer-term needs of our tribe. Please know we are actively working to provide for our community and will continue to do so. We ask that our membership stay home if you can and limit your person-to-person interactions the best you are able. Working together we will keep our community well.

Sincerely,
Burns Paiute Tribal Council

Tribal Council Chairperson

Date: 19 March 2020

Attest: Tribal Council Secretary-Treasurer

Date: 19 March 2020

BURNS PAIUTE TRIBE

Job Announcement

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 (1st consideration given to applications received by March 26th, 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 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov

BURNS PAIUTE TRIBE

Job Announcement

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

- A. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
- B. 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.
- C. Two years supervisory experience, including project management.
- D. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
- E. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning preferred.
- F. Excellent communication skills and ability to work with others.
- G. Valid Oregon State Driver's License, dependable vehicle and required insurance.
- H. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
- I. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- J. Successful grant writing experience preferred.

- K. 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.
- L. 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.
- M. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- N. 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.
- O. 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: beverly.beers@burnspaiute-nsn.gov

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

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

Please submit application along with resume to:

Burns Paiute Tribe, Human Resource Department
100 Pasigo Street
Burns, OR 97720
541-573-8017

Tribal Council Office Assistant—Part-Time

Number of Positions: 1
Location: Burns, Oregon – Burns Paiute Reservation
Open: December 122019
Closes: Open until filled (initial application deadline Jan 28, 2020)
Starting Date: To be determined
Supervisor: Tribal Council (Secretary-Treasurer Lead Contact)
Contract: DOE/Part-time (10+ hours/week)

Position Summary: Under the supervision of the Burns Paiute Tribal Council, the Tribal Support Staff position is an integral part of the Burns Paiute Tribal Council Meetings with primary emphasis in recording and taking minutes in bi-weekly meetings.

Duties and Responsibilities:

1. Prepares minutes, agendas, reports, and other documents as needed or requested
2. Ability and the knowledge of the importance of maintaining strict confidentiality of all records and information pertinent to the nature of the work.
3. Works evening hours for scheduled meetings
4. Maintain established office hours (as agreed upon with the Tribal Council upon hire)
5. Other duties as assigned by the Tribal Council (as established through Tribal Council memorandum)

Required Qualifications:

- Have basic computer skills and be familiar with Microsoft Office
- Good communication and attention to detail
- Driver's License preferred

Successful Candidate must:

- ◆ Submit to and pass a urinalysis drug test.
- ◆ Agree to a criminal background check.
- ◆ Sign Confidentiality Clause.

Please submit application and resume by email to:
BPTribalcouncil@burnspaiute.onmicrosoft.com

The Title of your email should state:

Tribal Council Office Assistant Application Attn: Tribal Secretary-Treasurer

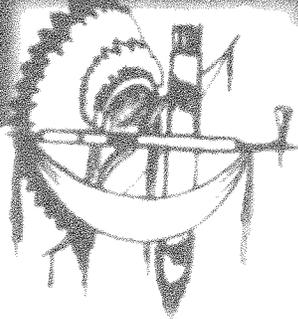
Indian Preference

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.

Burns Paiute Tribe

Vacancy Announcement

HUD/NAHASDA Housing 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

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 units are 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.

Submit application/resume to:

Burns Paiute Tribe
Human Resources Department
100 Pasigo St.
Burns, OR 97720

**Mobility Specialist
Burns Paiute Tribe - Transit Services**

Number of Positions: (1) one
Location: Burns, OR ~ Burns Paiute Reservation
Open: March 5, 2020
Closes: March 28, 020
Starting Date: April 6th, 2020
Salary: \$13.00 hour (Nonexempt) / Half-time with no benefits
Supervisor: Transportation Planner/Transit Coordinator

Job Summary:

The Mobility Specialist will serve as the Tribal Transit representative for the Burns Paiute – Tribal Transit Services located in the Tribal Administration Office. This position will coordinate its services with healthcare and social services resource in an effort to provide wrap-around supports to eligible riders. The overarching goal of this effort is to provide for a coordinated, comprehensive approach to enhancing an individual’s knowledge and ability to access appropriate transportation options independently. The Mobility Specialist must work independently and manage multiple projects assigned by the Transportation Planner/Transit Coordinator. This is a confidential position and discretion must be exercised in protecting and releasing information.

Core Accountabilities:

Tribal Transit Values – Consistently demonstrates Tribal Transit values in all business interactions and performance. Tribal Transit Services has identified the following as our program values:

- Recognize, nurture and appreciate our staff, volunteers and riders.
- Maintain collaborative relationships with local and regional providers.
- Deliver safe, personalized and accessible transportation services.
- Assure honest, reliable and accountable business relationships.

Teamwork – Exhibits spirit of cooperation, showing adaptability and flexibility in work groups and with volunteers. Supports team goals, assists co-workers and shows appreciation for others.

Respect and Caring – Consistently interacts with others in a courteous and professional manner. Maintains confidentiality.

Effective Use of Resources – Uses all resources of office and position effectively. Makes efficient use of the time and talents of others. Does not waste materials, supplies or time.

Initiative – Shows independence and initiative. Demonstrates creativity in problem solving, contributing new ideas and solutions.

Leads by example

Essential Functions:

- Responsible for ensuring individualized travel options counseling and related supports are timely, accurate, and appropriate to the needs of the riders
- Ensures completion of intake and needs assessment is completed in accordance with established program requirements
- Ensures level of support riders receive is appropriate to the needs of the individual customer in a safe, consistent manner
- Provides scheduling for rides assigned to the program
- Identifies and addresses:
 - Needs of riders, Tribal health staff, social services providers, community partners and other stakeholders
 - Opportunities to improve or modify service delivery
- Completes all reports and related documentation as required
- Presents Tribal Transit Services publicly by making formal and informal presentations at meetings, events or other appropriate venues to diverse audiences
- Develops, maintains and enhances relationships with riders, healthcare and social services providers.
- Provides superior quality customer service to ensure that each person who requests service is treated with dignity, respect and patience
- Participates as a member in relevant team and committee meetings
- Participates in required training programs and attends all staff meetings as required
- In representing Tribal Transit Services, ensures a positive, professional image is fostered and maintained
- Adheres to current Burns Paiute Tribal Personnel Policies
- Performs other duties as assigned

Qualifications:

- Knowledge of the Americans with Disabilities Act (ADA) as it relates to public transport
- Demonstrated written and oral communication skills, comfortable speaking to individuals as well as groups.
- Demonstrated skills in group facilitation and effective public speaking
- Strong interpersonal skills that allow effective working relationships with a diversity of people
- Experience working with older adults and people with disabilities
- Maintain a driving record that meets or exceeds Tribal Transit Services driver standards
- Demonstrated computer skills, and proficient with the Microsoft Office 365 Software and Windows 10 environment
- Ability to meet prescribed deadlines, and to organize and manage time effectively
- Ability and willingness to work occasional evenings and weekends
- Ability to adapt to a rapidly changing environment
- Valid Oregon State driver's license at time of hire.
- Obtain and maintain a valid and current CPR, First Aid Card, and Blood-Pathogen card within 6 months of hire.

Physical Requirements:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs)

Successful Candidate must:

- Submit to and pass a pre-employment urinalysis drug test.
- Must pass background check.
- Sign Confidentiality Clause

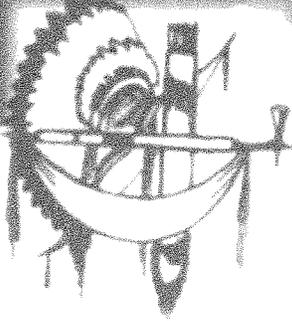
To Apply:

- Complete a Tribal Employment Application, with three work-related references; return the application and supporting documents to Human Resources Office, 100 Pasigo Street, Burns, OR 97720.
- 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 preferences, age, religion, or national origin. Copy of Tribal Enrollment Card or Tribal Certified Indian Blood Form will be acceptable.

Burns Paiute Tribe

Vacancy Announcement

Family & 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 positions 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 oversight.
 - 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 included elders and all those that reside on the reservation, and 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 and 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 narratives 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 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.

Please submit application along with a cover letter, certifications and resume:

Burns Paiute Tribe, Human Resource Department
100 Pasigo St.
Burns, OR 97720

**Archaeologist
Burns Paiute Tribe**

Number of Positions: 1 – Archaeologist
Department: Culture & Heritage Department
Location: Burns, Oregon – Burns Paiute Reservation (Duty Station)
Open: Monday, April 22, 2019
Closes: Open Until filled
Supervisor: Culture & Heritage Department Director
Salary: Commensurate with GS 11
FLSA status: Exempt
Position Hours: 40+/hours per week/Seasonal

PRIMARY RESPONSIBILITIES: Acts as the Principal Investigator, under the supervision of the Director of the Culture & Heritage Department (C&HD), to provide professional and technical assessments within the field of archaeology, either alone or with other C&HD staff, to the Burns Paiute Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State, Federal, and Tribal laws protecting cultural resources and archaeological properties on the Burns Paiute Reservation and aboriginal lands of the Burns Paiute Tribe. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Burns Paiute Tribe, either alone or with a field crew. Perform or work with C&HD staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere C&HD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the direction of the Director, act as the Principal Investigator (PI) to implement cultural resources projects, alone or with C&HD staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records; Work with C&HD staff to conduct research and identify inventories of areas important to the Burns Paiute Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with C&HD staff to do field testing which may include subsurface testing, as warranted; Coordinate and lead field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Burns Paiute Tribe at all times; Prepare and work with C&HD staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them; Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the C&HD Director and project proponents regarding these proposals; Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe; Monitor and/or work with C&HD staff in the monitoring of construction contract activities relating to cultural and archaeological resources; Support and assist the THPO in duties and functions as needed; Assist the Director in

the development of C&HD protocols and guidelines; Interact pro-actively as assigned by C&HD Director, with tribal government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated; Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to C&HD staff and others; Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management; Assist with budgets/excel experience preferred; Manage technical equipment, data, and files of GIS, GPR, and all other technical equipment; Prepare GIS data collected in the field map generation and transfer to appropriate agencies; Assist with managing the Review & Compliance Division of the Culture & Heritage Department as assigned; Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist. Register of Professional Archaeologist (RPA) membership preferred.
- Theoretical understanding and demonstrated experience of post-processual and/or Indigenous and decolonized archaeology required.
- Possess knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest and the Great Basin. Experience in tribal cultural resource management preferred.
- Ability to apply established program standards in all areas of the Burns Paiute Tribe's Culture & Heritage and Resources Management Program involving archaeology; maintain creditable working relationships with program partners.
- Ability to work nights, weekends, holidays, and extended work days as needed.

EDUCATION and EXPERIENCE: Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a Northern Paiute/Native American community and be open to and inclusive of tribal cultural interpretations and traditions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the tribal community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

INDIAN PREFERENCE will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, 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.

Questions may be directed to Diane L. Teeman, Culture & Heritage Department Director at 541-413-1190

Submit application, resume and Curriculum Vitae to:
Human Resource Department
100 Pasigo Street
Burns, OR 97720
Or fax to: 541-573-2323.

Tu-Wa-Kii Nobi will be closed until further notice

Due to Governor Brown decision to close the schools for the next two weeks (March 16 thru 28th 2020). We will close Tu-Wa-Kii Nobi as well. If you are sick, please stay home.

Date: March 16, 2020
Re: Prevention Department, Tobacco & Suicide Prevention
Domestic Violence
Child Care/GA Prog.
Alcohol & Drug
Social Services

We recognize the importance of safety concerns of COVID-19 for the staff and members of our community. At this time we will be limiting staff in the office and contact with the public. The offices above will be closed, but staff will be available by phone, or appointments from 8:00 am to 5:00 pm. Staff will work from home, and if work is needed to be done in the office staff is allowed to do so.

Each department will have a Closed to Public sign and a phone number listed so they can call for assistance.

Jody Richards 541-589-4595
Lanette Humphrey 541-573-8002
Teresa Cowing 541-413-0216
Kristeny Soucie 541-573-8006
Joellen Billington 541-589-2380
Desiree Sam, please leave a message at 541-573-8048

TO THE COMMUNITY:

IN ORDER TO ESTABLISH THE LEAST EXPOSURE AND TO HELP PREVENT THE SPREAD OF THE CORONAVIRUS, LAW ENFORCEMENT & TRIBAL COURT WILL SHUT DOWN THE OFFICES TO THE PUBLIC, BUT WE ARE AVAILABLE BY PHONE AND WILL RESPOND TO EMERGENCIES.

OTHER THAN EMERGENCIES, ALL OTHER SITUATIONS WILL BE HANDLED BY PHONE:

FOR POLICE PLEASE GO THROUGH HARNEY CO. DISPATCH – 573-6028

IF IT IS AN EMERGENCY – CALL 911 AND WE WILL RESPOND

FOR COURT CALL 573-8072

THIS WILL BE IN PLACE UNTIL FURTHER NOTICE. STAY SAFE.

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language Technicians (1)
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: Feb 7, 2020
Closes: Open until filled (applications received by 5pm February 21, 2020 will receive first consideration)
Salary: \$15.00 + doe

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

SUMMARY OF MAJOR FUNCTION

Language Technicians work both independently and as part of the language team to coordinate Wadatika Yaduan Language Program objectives and activities.

1. Assist Elder Language Experts in effectively completing voice recording of words and phrases in both English and Northern Paiute.
2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during the language recording project such as cultural site locations, family stories, etc.
3. Work independently and as a team member to complete short-midrange, and long-term objectives of the language Strategic Plan, language grants, and the language program.
4. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency
5. Maintain complete records of progress and outcomes of assigned program objectives.
6. Assist with language recording efforts as assigned.
7. Participate in and assist with field trips and project meetings related to the Language Project, as requested.
8. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the Wadatika Neme Yaduan Language Strategic Plan, with the Burns Paiute tribal community, Burns Paiute tribal staff, and Wadatika Neme Yaduan language.
9. Work as an integral member of the Language Team to coordinate regularly scheduled language events.
10. Maintain an impeccable attendance record.
11. Provide regular (weekly) detailed written and verbal progress updates to Language Team and Culture & Heritage Director.
12. Available for flexible work scheduling (day, evenings, weekends, some holidays)
13. Other duties as assigned.

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

- A. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- B. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- C. 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.
- D. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Wadatika Yaduan Language Program.
- E. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- F. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred.
- G. Willingness to actively work toward Wadatika Yaduan conversational proficiency.
- H. Valid Oregon Driver's License preferred. CDL a plus.
- I. 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, political preference, age, religion, or national origin.

HOW TO APPLY:

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

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

Fax: 541-573-2323

Email: beverly.beers@burnspaiute-nsn.gov

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

Desert Historic Theatre

Tuesday thru Saturday @ 7pm

Sunday @ 2pm & 7pm

2020 Event Calendar

March

- 15 Chamber Music Spring Concert 3pm- **Cancelled**
- 28 Diamond, OR Bi-Annual Play 7:00pm- **Cancelled**

April

- 2 Women's Circle 100- **Postponed**
- 11 Harney County Rural School Night on the Town
- 11 Easter Egg Hunt- Hines City Park
- 16 Bird Fest Thursday- **CANCELLED**
- 16-19 Migratory Bird Festival- **CANCELLED**
- 25 17th Annual Diamond's in a Glass Dinner & Auction @ Elks Lodge
- 25 Striped Sock Walk- **CANCELLED**

May

- 9 Trail of Hope
- 16 Seneca's Annual Oyster Feed
- 23 Crane Union High School Graduation @ 1pm
- 23 Burns Union High School Graduation

June

- Free Fishing Day
- Pioneer Day
- 12-14 Obsidian Days
- 18-20 High Desert Music Jamboree
- 20 Skull Gravel Race
- Archaeology Roadshow & Cultural Crawl

July

- 4 Fourth of July Parade
- 11 Harney County Ranch Rodeo
- Hines Junket
- 21 Brewfest

August

- 1 Steens Mountain Rim Run