

TU' KWA HONE

NEWSLETTER

Burns, Oregon

August 31, 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 Monday —
September 7, 2020 in Observance of Labor Day***

KEEP AN EYE OUT

Thursday September 3, 2020

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

Watch for information closer we get
to the event.



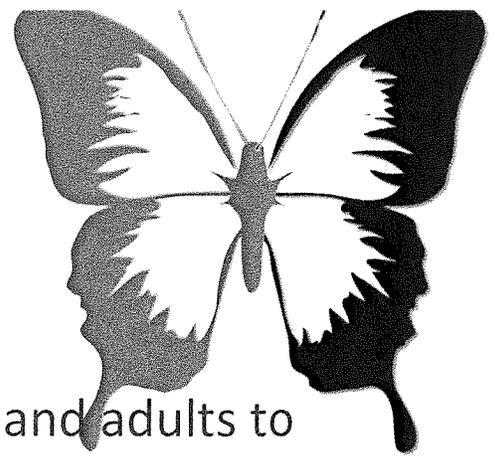
Any questions please contact

Joellen 541-589-2390

Joellen.billinatton@burnspaiute-nsn.gov

I can deliver if I know in advance





Tips for Keeping Kids Safe

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

1. **Educate your kids about human trafficking.** That it is here, what it looks like and to talk to you or another responsible adult if they think they see it.
2. **Communicate with your kids, and let them talk to you without judgment.** They need to know they are safer with you than anywhere else. One rule we had with our children was that if they did something wrong and they told us before we found out, they might have some consequences but their punishment would be less than if we found out another way.
3. Technology is a big part of how sex trafficking happens with youth. **Know your kid's passwords, know what is on their phone.** A good rule is "as long as you live under our roof, we have access to passwords, emails, texts, etc." Your child's privacy is important but so is their safety. If you talk to parents whose children have been sex trafficked, without exception, they will all tell you they wish they had monitored their computers, cell phone and activities on social media.
4. Technological devices now exist which include: **GPS tracking devices** which can be placed on phones, clothes, and in backpacks which help parents and authorities track your child and find them when they first go missing.
5. **Know your kid's friends.** Have them over to your home. Feed them a pan of brownies, a batch of cookies and sit down and talk with them. Know where they hang out and what they are like.
6. **Get youth involved in positive things,** community groups, sports, music, community service, and church youth groups. Surround them with positive peer pressure.

inourbackyard.org

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



HUMAN TRAFFICKING AWARENESS

Human Trafficking:

Human trafficking is the global illegal transportation of people across international borders and throughout the U.S. for exploitation as laborers or in the sex trade.

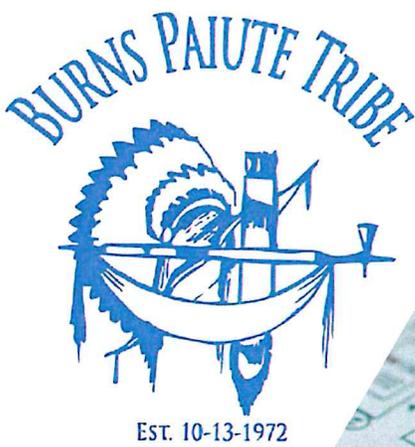
- It is estimated that there are 27 million people in the world today who are enslaved.*
- Every year 600,000 to 800,000 persons are trafficked across international borders. (US Department of State Trafficking in Persons Report)*
- Some estimates have as many as 1.2 million children being trafficked every year. (United Nations Children's Fund)*
- Human trafficking and exploitation plague all nations and no country is immune. (US Department of State)*

Since 1998, the United States based National Center for Missing and Exploited Children has handled more than 300,000 reports of all types of child sexual exploitation including child pornography, child molestation, child prostitution, online enticement of children, child sex tourism, obscene material sent to a child and the federally mandated reports of child pornography from Internet Service Providers.

www.youthforhumanrights.org

Burns Paiute Domestic Violence & Sexual Assault Program

Cell (541)413-0216



BRIDGE TO SUCCESS: BURNS PAIUTE TRIBE

Orientation to Building a Cohort of Tribal Small Business Owners.

An Opportunity to Gather, Exchange and Grow.

The Burns Paiute Tribe is seeking aspiring entrepreneurs and small business owners to participate in a learning journey designed to grow the small business community.

WHEN: September 8 at 5:30pm Pacific Time

WHERE: ONLINE via ZOOM

CONTACT: Tracy Kennedy

Phone: 541.573.8014

Email: Tracy.Kennedy@BurnsPaiute-nsn.gov

Meetings will be held via zoom and if participants do not have a laptop the economic development can check them out a chromebook for the duration of the training.



ONABEN

Election News

Newsletter – August 31, 2020

Requirements for a 30 day notice prior to Election Day

Election Day: October 6, 2020

Burns Paiute Tribal Elections will be held on October 6, 2020 at the Burns Paiute Tribal Courtroom on the Burns Paiute Reservation. Polling will be open from 10:00 a.m. to 7:00 p.m. Any person waiting in line to vote at 7:00 p.m. may vote, but no one who arrives at the polling place after 7:00 p.m. will be permitted to vote.

The following are Tribal Council member terms that are up: Eric Hawley and Charisse Soucie. These seats are three (3) year terms.

Nominated at the June 21, 2020, General Council meeting are as follows: Wanda Johnson, Myra Peck, Margaret Zacarias, Brenda Sam and Charisse Soucie.

Absentee Ballots

A registered voter may request an absentee ballot for himself or herself, for any person. No person may request an absentee ballot for another.

Please contact the following for an absentee ballot: Desiree Sam at (541)589-5464 or Vanessa Bahe at (541) 527-2822, 100 PaSiGo Street, Burns, OR 97720. Email is bptelections19@gmail.com

- (a) Any registered voter may request an absentee ballot, for any reason. **No person may request an absentee ballot for any other person.**
- (b) Absentee ballots may be requested only from the Election Board member or members who have been designated to process absentee ballots.
- (c) Absentee ballots may be requested by the registered voter in person, mail, email, fax or telephone. Absentee ballots will not be issued after the deadlines set forth in this section.
 - (1) Absentee ballots may be requested in person up to 5 business days before the Election Day.
 - (2) Absentee ballot requests that are sent by mail, email, fax, or telephone must be received by the Election Board at least 10 business days before the Election Day.
- (d) Ballots shall not be emailed or faxed to a voter and may not be returned by email or fax.
- (e) Absentee ballots shall be included in a packet that contains the following:
 - (1) A Ballot;
 - (2) A preaddressed outer envelope for mailing back the ballot, which includes lines and instructions for the voter to print and sign his or her name; and
 - (3) Instructions for completing and returning the ballot shall be substantially similar in format to the instructions include in Appendix D, and shall state that:
 - a. The voter should mark the ballot; as instructed on the ballot, and enclose the ballot in the pre-addressed return envelope;

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- b. The voter must sign and clearly print his or her name on the envelope. Ballots returned in unsigned envelopes will not be counted.
- c. To be counted, absentee ballots must be returned as follows:
- By mail: Received at the designate P.O. Box or mailbox for absentee ballots on or before Election Day; or
 - Hand-delivered: Delivered to the Election Board, at the polling place on Election Day, between 10:00 a.m. and 7:00 p.m. Absentee ballots may only be delivered by the voter who requested the ballot. **Hand delivered ballots delivered by any other person, or delivered before Election Day will not be accepted.**

BURNS PAIUTE TRIBAL ELECTION

October 6, 2020

On your ballot, please place a mark in the square next to the candidate(s) you wish to vote for or write in the name of a write-in candidate.

You may cast (1) vote for each open set on the Tribal council. There are two (2) open seats in the 2020 election. If there are more than two (2) votes on your ballot, the ballot will be voided.

- Wanda Johnson
- Myra Peck
- Margaret Zacarias
- Brenda Sam
- Charisse Soucie

Write-in _____

Write-in _____

Sample

2020 Voter Registration List

Burns Paiute Tribe

1	Adams, Chester Dean	31	Hawley, Derek
2	Adams, Thomas	32	Hawley, Eric
3	Adams, Zachary	33	Hawley, Paulette
4	Bahe, Vanessa	34	Hawley, Sara
5	Barney, Ernest	35	Holliday, Bucki
6	Barney, Shayla	36	Holtby, Dillon
7	Beers, Andrew	37	Holtby, Rhonda
8	Beers, Beverly	38	Hoodie, DeWayne
9	Caponetto, Elisha	39	Hoodie, Lyle
10	Cook, Sean	40	Hoodie, Maureen
11	Cress, Tippy Teeman	41	Hoodie, Tyrone
12	Deboard, Anna	42	Jim, Michael
13	De La Rosa, Deborah	43	Jim, Rodney
14	De La Rosa, Devree	44	Johnson, Aurelia
15	De La Rosa, Jose Jr.	45	Johnson, Wanda
16	Defender, Bradley	46	Kennedy, Aaron
17	Dick, Cecil	47	Kennedy, Chandell
18	Dick, Kenton	48	Kennedy, Christopher
19	Dick, Leland	49	Kennedy, Keith
20	Dick, Lindsey	50	Kennedy, Jarvis
21	Dick, Marlon	51	Kennedy, Laura
22	Dick, Sonya	52	Kennedy, Roxanne
23	Garcia, Krystal	53	Kennedy, Nathan
24	Garcia, Shakina	54	Kennedy, Taylor
25	Garcia, Sheena	55	Kennedy, Tracy
26	Garcia, Stephen	56	Kennedy, Vernon
27	GhostDog, Sarah	57	Lewis, Randall
28	GhostDog, Thomas	58	Lewis, Vincent
29	Gonzalez, Vanessa	59	Melvin, Cheryl
30	Hainline, Lee	60	Norris, Rhiannon

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

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62	Proctor, Cynthia	95	Teeman, Carla
63	Proctor, Rebecca	96	Teeman, Diane
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Burns Paiute Tribe Election Board

Covid-19 Protocols for the 2020 Tribal Council Elections

Chapter 8.2 (Elections) of the Burns Paiute Tribal Code establishes the Election Board, and sets forth procedures for conducting Tribal Elections. These protocols do not, and are not meant to, supersede any provisions of the Tribal Code. Rather, the COVID-19 Protocols are meant to provide for the protection of Election Board members and the voters, so that the 2020 Tribal Council election can be carried out as safely as possible.

I. EQUIPMENT AND SUPPLIES

The Tribal Code specifically empowers the Election Board to impartially carry out Tribal elections, in accordance with the Tribal Constitution and this chapter, and shall: ...
(o) obtain and manage all equipment and supplies needed to carry out an election BPT Tribal Code § 8.2.8 (b).

The challenges presented by COVID-19 require that the Election Board obtain supplies, such as, disinfectant, hand sanitizer, signage, and Personal Protective Equipment (PPE), in order to minimize the risk of virus transmission. As such, the Election Board should create a list of necessary equipment, and request additional funding from Tribal Council for the 2020 Tribal Council Election. The Election Board should also request that the Tribal Council assign staff necessary to prepare signage, set up, and help clean/disinfect the area in which the election will be held.

II. ABSENTEE BALLOTS

BPT Tribal Code § 8.2.27 allows for registered voters to request an absentee ballot for themselves. Because voters can both request absentee ballots, and vote, remotely, it may be advisable for the Election Board to send notice to all eligible voters that voting by absentee ballot is the safest method of voting in the upcoming election.

III. ELECTION DAY

A. Election Board

1. Election Board members should stay home when sick, or following recent, close contact with a person suspected of having COVID-19.
2. Election Board members who have tested positive for COVID-19, or have recently had a close contact with a person confirmed to have COVID-19 must stay home. It is advisable to request that Tribal Council appoint an additional alternative member to adequately staff the Election in case any sick Election Board members are required to stay home.

B. Hygiene

1. The Election Board must provide an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process where voters interact with poll workers, after casting a ballot, or as the final step in the voting process. Alcohol-based hand sanitizer should be placed in visible, frequently used locations such as registration desks, and exits.
2. Election Board members should wash hands as frequently as possible before entering the DPP, before and after breaks or shifts, after touching or handling masks or PPE, after using the restroom, after touching shared surfaces or objects, with soap and water for at least 20 seconds.

C. Masks/barrier

1. Masks are required for Election Board members, and voters at the DPP, as well as for any Tribal Law Enforcement assisting in the voting process.

Note: masks should **not** be placed on, or required for:

- a. Babies and children younger than 2 years old;
- b. Anyone who has trouble breathing or is unconscious;
- c. Anyone who is incapacitated or otherwise unable to remove the mask without assistance.

2. A plastic barrier between the voter and the Election Board members can provide additional protection

D. Social Distancing

1. The Election Board should provide notification to all voters, prior to the Election, and by signage at the Designated Polling Place (DPP) that reminds voters upon arrival to leave space between themselves and others, and encourages voters to stay at least 6 feet apart, and to wear masks outside of the DPP if possible, and at all times inside of the DPP.

2. The DPP should have visual cues such as floor markings, decals, or chalk marks to help voters and workers maintain distance.

3. If possible, voter lines should be clearly designated with separate entrance and exit of the DPP, and lines should be actively managed to ensure social distancing can be maintained.

4. Visible signage should discourage voters and workers from greeting others with physical contact such as handshakes.

E. Disinfect Surfaces

1. Surfaces that are frequently touched by multiple people, for example door handles, registration tables, pens, and clipboards, should be disinfected frequently.
2. If a surface is dirty, it should be cleaned before disinfecting.
3. If public restrooms are available in the DPP, they should be cleaned and disinfected routinely.
4. After the polling location closes, clean and disinfect all facility areas and items, including all tables, chairs, door handles, and restrooms, used by Election Board members or voters.

F. Shared Objects

1. Where possible, replace shared objects, such as pens, with single-use objects.
2. Shared objects, if not replaceable with single-use objects, should be disinfected between users.
3. Minimize handling of shared objects – for example, reusable ballot activation cards or ballot secrecy sleeves can be deposited into a container instead of handing them to an Election Board member.

G. Ventilation

Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors.

H. Ballot Counting

Only Election Board members and a Tribal Police Officer shall be present inside the DPP for ballot counting, due to Covid-19 precautionary and safety measures.

Ceremonial Hunters:

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

When you are ready to deliver meat, please call:

Rhonda Holtby: (541) 573-8087

OR

Calla Hagle: (541) 573-8021

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

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

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

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

Thank you for your contributions to the community!



Ceremonial Meat Distribution Update:

Burns Paiute Tribal Elders,

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

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

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

Thank you,

BPT Natural Resource Department

541.573.1375



Face Covering Facts

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

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

Know the Facts

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

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

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

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

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

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

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

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

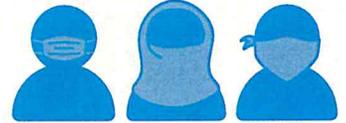
Fact: Face coverings do not cause the virus to “reactivate.”

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

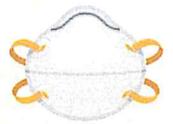
Definitions

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

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



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



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



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

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



What does it mean to self-isolate?

Self-isolate means to separate people who are ill from those who are not. The goal is to keep COVID-19 from spreading.

People who have COVID-19 need to self-isolate for 10 days or until their health care provider clears them so they do not spread the virus or make others sick.

How do I self-isolate?

Self-isolating can be challenging because it means:

- Not leaving home unless seeking medical care
- Staying in a separate room and using a separate bathroom from others in your home, if possible
- Avoiding contaminating common items and surfaces; cleaning and disinfecting surfaces you touch often, such as phones, doorknobs and toilets
- Washing your hands often with soap and water for at least 20 seconds. Dry with a disposable paper towel, or be sure to replace a reusable towel when it gets wet.

How long do I need to self-isolate?

It's possible to spread COVID-19 to others, even when you don't have symptoms.

People who have COVID-19 should:

- Stay home for at least 10 days after their symptoms started, **and**
- Stay home until 72 hours after their symptoms have gone away without the help of medicine.

People who test positive but have no symptoms need to self-isolate for 10 days after their first positive test result.

Stay in touch

If your symptoms get worse, immediately contact your health care provider.

Some people may find it easy to self-isolate, but it may be harder for others. It can be especially hard for those who:

- Can't work from home
- Live alone
- Have disabilities, or
- Take care of other people in their home.

Here are some resources if you need help:

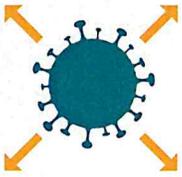
- Visit 211info.org or call 211.
- Oregon Health Plan members can contact ohp.oregon.gov.
- Your [local or tribal public health authority](#) will help you find resources.
- Central Oregon resources can be found at www.centraloregonresources.org.

For individuals with disabilities or individuals who speak a language other than English, OHA can provide documents in alternate formats such as other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsaha.state.or.us.



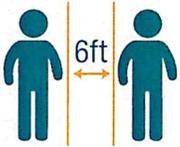
What does quarantine mean?

Quarantine means separating people who have been exposed to COVID-19 from those who haven't.



What if I feel fine?

You can spread COVID-19 to others even if you don't have any symptoms.



How do I quarantine?

- Stay home and at least six feet away from everyone, including the people you live with.
- Quarantine for 14 days after you were near someone with COVID-19, even if you don't feel sick.



You can ...

- ✓ Exercise alone
- ✓ Play games or puzzles
- ✓ Garden or sit outside your home
- ✓ Connect with people remotely



Please don't ...

- ✗ Go to the grocery store
- ✗ Go to the pharmacy
- ✗ Have friends over
- ✗ Exercise in a group



Take care

Call your health care provider if you develop COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of sense of taste or smell



Connect with resources

Some people may find it easy to quarantine. However, it may be harder for others. It can be especially hard for those who can't work from home, live alone, have disabilities or take care of other people in their home.

Here are some resources if you need help:

- Visit [211info.org](https://www.211info.org) or call 211.
- Oregon Health Plan members can contact ohp.oregon.gov.
- Your [local or tribal public health authority](#) will help you find resources.
- Central Oregon resources can be found at www.centraloregonresources.org.

For individuals with disabilities or individuals who speak a language other than English, OHA can provide documents in alternate formats such as other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsaha.state.or.us.

Full Time Tribal Chief of Police Burns Paiute Tribe

Number of Positions: 1

Location: Burns, Oregon

Open: 08/13/2020

Closes: Until filled

Starting Date: To be determined

Salary: \$70,000.00 to \$80,000.00 DOE

Supervisor BPT General Manager

Position Overview:

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

Duties:

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

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

Other Duties as Assigned:

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

Desired requirements and qualifications:

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

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

Ability to:

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

Special requirements:

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

Indian Preference:

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

How to Apply:

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

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

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

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

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

Full Time Police Officer

Burns Paiute Tribe

Number of Positions: (2)
Location: Burns, OR - Burns Paiute Reservation
Open: 08/13/2020
Closes: Open until filled
Salary: \$37,642 annually/DOE (Full Time)
Supervisor: Police Chief or appointed personnel

Position Overview

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

Duties

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

Other Duties as Assigned

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

REQUIREMENTS AND QUALIFICATIONS:

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

- **High School diploma or equivalent. Must meet entrance requirements.**
- **Must be 21 years old.**
- **Must have a valid driver's license and provide five (5) years of driving records.**
- **Must be of good reputation, character and have no record of any questionable activities that would disqualify themselves from being accepted into the police academy.**
- **No felony or domestic violence convictions. No misdemeanor convictions within one year of application.**
- **Must pass the POST entrance exam for police officers with an average score of 75%.**
- **Must pass a medical physical submitted by DPSST.**
- **Must submit to and pass a U/A before hire.**
- **Must pass an extensive background check administered by the police department.**
- **DPSST Certified preferred.**

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

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

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

Indian Preference Shall Apply: Proof of Enrollment required

Send completed application and resume to:

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

Application:

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

Finance Administrative Assistant

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

Duties and Responsibilities, including but not limited to

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

Qualifications:

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

Successful Candidate must:

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

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

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

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Language and Traditional Culture Program Manager

Job Title:	Language and Traditional Culture Program Manager
Department:	Culture & Heritage
Reports to:	Culture & Heritage Director
FLSA Status:	Full time/permanent (+ benefits after probationary period)
Opens:	March 10, 2020
Closes	Open until filled (applications received by <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

Family and Child Services Director

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

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Position Summary:

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

Duties and Responsibilities:

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

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

Required Qualifications:

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

Desired Qualifications:

Knowledge base must include:

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

Indian Preference

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

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

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

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

HUD/NAHASDA Housing Director

Work Schedule: 20 hours per week to be determined later

Compensation: (DOE) Non-Exempt Employee

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Job Summary:

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

Duties and Responsibilities:

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

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

Experience and skills required:

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

Education and Requirements:

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

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

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

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

MAINTENANCE ASSISTANCE (1)

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

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

Position Overview

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

Duties

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

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

Other Duties as Assigned

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

Requirements

MINIMUM QUALIFICATIONS:

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

Indian Preference

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

HOW TO APPLY:

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

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

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

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

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

BURNS PAIUTE TRIBE
HUNTING APPLICATION

Year 2020 Date _____

NAME: _____

ADDRESS: _____

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

PERMIT TYPE:

Self _____ -or- Designated Hunter Permit _____
Person Hunting for: _____

PERMIT VALID FOR: DEER –SEASONS:

BUCK 2 POINT OR BETTER --AUGUST 15 THROUGH OCTOBER 15
OR DRY DOE – OCTOBER 01 THROUGH OCTOBER 15

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

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

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

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

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

HAVE YOU BEEN CONVICTED OF DOMESTIC VIOLENCE OR A FELONY?

YES _____ NO _____

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

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

APPLICANT'S SIGNATURE

AUTHORIZED BY:

BURNS PAIUTE TRIBAL HUNTING PERMIT

BURNS PAIUTE TRIBE

100 PASIGO STREET

BURNS, OR 97720

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION

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

Name: _____ Date of Birth: _____

Any other name ever used: _____

Driver's License Number: _____ State of: _____

Social Security Number: (Optional) _____

Applicant's Signature

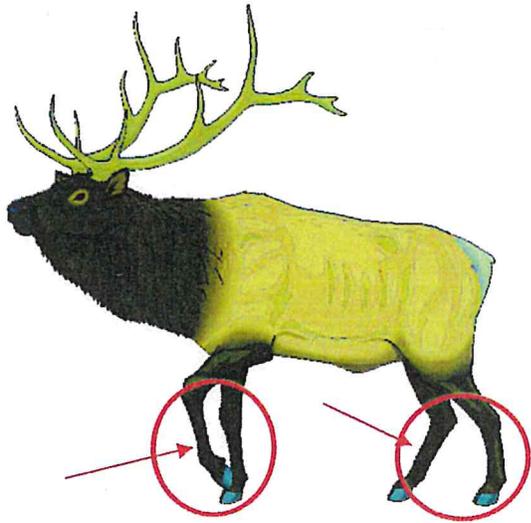
Date

OFFICE USE ONLY

Person conducting investigation: _____

Signature

Date



Wanted:

Discarded front and rear lower elk leg bones. (A drop off bucket is located in the driveway #20 Yapa St. Upper Housing)

Thanks!

Jim Soucie 541-573-2687



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

NUMBERS TO KNOW

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