

TU' KWA HONE NEWSLETTER

Burns, Oregon

June 29, 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
July 3, 2020 in
Observance of Fourth of July**



6/22/2020

Youth Opportunity Program

Due to the novel Coronavirus, the 2020 Youth Opportunity Program (YOP) will be different, as compared to prior years. Currently, the Burns Paiute Tribe is in a State of Emergency, due to the pandemic of Covid-19. Under the direction of the Tribal Council, including decisions regarding a re-opening, YOP will follow any new policy and procedures.

In the meantime, if you are a Burns Paiute Tribal youth between the ages of 14-18 years and interested in participating in YOP, please provide your name and contact information to Vanessa Bahe, Education Coordinator, at 541-573-8007 (Mon-Wed), or send an email to vanessa.bahe@burnspaiute-nsn.gov by June 30, 2020.

Thank you for your patience and understanding, at this time.

Vanessa Bahe
Education/Employment Assistance Coordinator
Burns Paiute Tribe
541-573-8007





On February 18, 2020, the Burns Paiute Tribal Elders met and approved
of the following

2020 Ceremonial Hunters:

- 1. KEITH KENNEDY**
- 2. ANDREW BEERS**
- 3. DANNY SNAPP**
- 4. DEREK HAWLEY**
- 5. DIANE TEEMAN**
- 6. DESIREE SAM**
- 7. ROBIN HOLTBY**
- 8. RHONDA HOLTBY**
- 9. DEAN ADAMS**
- 10. ZACH ADAMS**
- 11. CECIL DICK**
- 12. LELAND DICK**
- 13. MARLON DICK**

Hunting season starts on July 15th. More information will be shared with community and Hunters shortly regarding the species and hunting guidelines that were developed by the Elders and approved by Council. Some safety precautions may be requested from Hunters when handling meat due to Covid-19.

For any questions please call BPT Natural Resources at: (541)573-1375.

IN THE TRIBAL COURT OF THE BURNS PAIUTE TRIBE

IN RE COVID-19)
PUBLIC EMERGENCY)
JUNE 17, 2020)
_____)

TEMPORARY STANDING ORDER

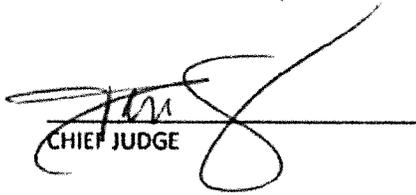
As the appointed Chief Judge of the Burns Paiute Tribal Court and under authority granted by the Article VII of the Burns Paiute Tribe Constitution and Section 1.1.100 of the Burns Paiute Tribal Code, good cause exists to issue a Temporary Standing Order to address the public health emergency arising from the Covid-19 virus.

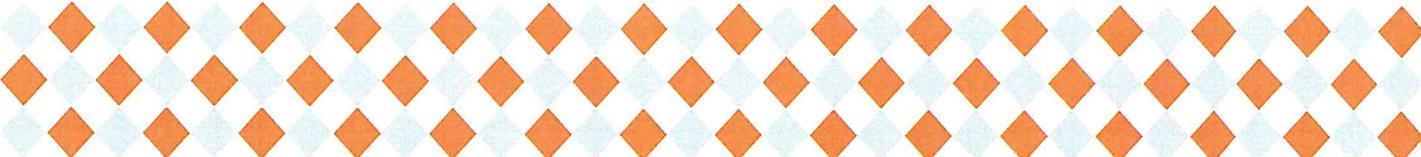
NOW THEREFORE, the Burns Paiute Tribal Court is responding with the following steps to protect its members and others involved in Court functions, including staff, attorneys, litigants:

1. Hearings shall be conducted by telephonic appearance and a conference line and number provided to the participants;
2. Criminal Trials shall be continued, and a status conference held with the parties to determine a court dates in recognition of the civil rights of the defendant;
3. Tribal Court is closed to the public, but appointments may be made by calling the Tribal Court Clerk at 541.573.8072;
4. Staff in the Tribal Court Office will be available by telephone, mail and email;
5. Court filings shall be by electronic filing at linda.beaver@burnspaiute-nsn.gov; and

This ORDER will remain in force and effect unless otherwise amended or vacated as appropriate.

DATED THIS 17th DAY OF JUNE, 2020


CHIEF JUDGE



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

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

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

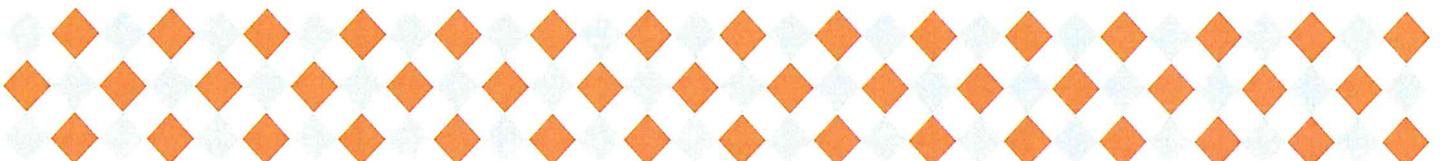
Contact Information:

Vanessa Bahe, Education/Employment Assistance Coordinator

Telephone: 541-573-8007

Email: vanessa.bahe@burnspaiute-nsn.gov

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



Burns Paiute Tribe Higher Education Application for Academic Year 2020-2021

Application Deadline: July 20, 2020

- If you are a higher education student for the 2020-2021 academic school year, please submit your Burns Paiute Tribal Higher Education application by July 20, 2020. Every academic year, an application must be submitted to the Burns Paiute Tribe's Education Program.
- Application are available online from the tribal website or please contact the Education Office.
- Online Application: <https://www.burnspaiute-nsn.gov/index.php/resources/education/125-burns-paiute-higher-education-adult-vocational-training-application-instruction-packet/file>
- Students must be in full-time status with 12+ credit hours.
- If you have any questions or need additional information, please contact the Education Program.

Telephone: 541-573-8007

Education Coordinator: Vanessa Bahe

Email: Vanessa.Bahe@burnspaiute-nsn.gov

Hours: Mon-Wed, 8:30 a.m.—5:00 p.m.



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		

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>

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

Prevention Director

Number of Positions:	1
Location:	Burns, Oregon - Burns Paiute Reservation
Open:	February 17, 2020
Closes:	Open until filled
Starting Date:	To be determined
Supervisor:	General Manager
Salary:	DOE/Full-Time

Position Summary: The Prevention Director will oversee and supervise the Mental Health, Alcohol/Drug, TPEP, Suicide, Juvenile Crime Prevention and ADPEP staff and services. Ensure program compliance with state, BIA and other federal funding source requirements.

Provide supervision of all Mental Health, Alcohol/Drug, TPEP, Suicide, Juvenile Crime Prevention and ADPEP cases through a multi-disciplinary team approach for case management.

Assist in the implementation of prevention activities for youth and their families.

Duties and Responsibilities: Essential functions may vary among positions and may include the following tasks, knowledge, skills, abilities, and other characteristics.

1. Supervision and Mentoring - Supervise program staff and conducts annual performance evaluations of their job performance.
 - a. Manages day-to-day activities of assigned staff
 - b. Manages staff workflow
 - c. Provides leadership and training. Assigns, coordinates, schedules and reviews work of staff.
 - d. Monitors staff effectiveness, recognizes achievements and corrects performance deficiencies.
2. Leadership - Provides senior leadership to staff including the future direction of the programs, how that guidance will impact the community and how current and future programs can be best utilized for the benefit of the community.
3. Operations - Plans, organizes and oversees the daily operations of the assigned programs.
 - a. Ensures administrative support functions are in place and that programs are operating according to established standards, budgets, tribal policies and procedures and funding source requirements.
4. Budgeting/Grants and Contracts - Prepares and maintains operating budgets for assigned programs.
 - a. Ensures expenditures are in compliance with funding source requirements

- b. Monitors utilization of grants and contracts
 - c. Prepares and reviews grant and contract proposals and application for approval by Tribal Council
- 5 Outreach - Develop and present various prevention activities in conjunction with on-going tribal and county prevention efforts. Provide client and community outreach activities.
- 6 Flexibility- Perform other duties as assigned or as are consistent with providing professional services.

Required Qualifications:

- a. Minimum of Bachelor's Degree
- b. Must have or be able to obtain an Oregon driver's license within 30 days of hire
- c. Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required
- d. May be subject to working evenings, weekends and travel (In and out of state)

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

Application may also be downloaded here: [BPT Application](#)

Finance Administrative Assistant

Part Time Position: Finance Administrative Assistant
Hourly Rate: \$15.00 to \$20.00 DOE
Opens: March 19, 2020
Closes: Until filled

Duties and Responsibilities, including but not limited to

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

Qualifications:

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

Successful Candidate must:

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

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

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

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

General Manager

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

POSITION OBJECTIVES:

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

MAJOR DUTIES AND RESPONSIBILITIES:

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

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

SUPERVISORY CONTROLS:

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

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

QUALIFICATIONS:

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

OTHER REQUIREMENTS:

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

DISCLAIMER:

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

INDIAN PREFERENCE:

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

HOW TO APPLY:

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

Burns Paiute Tribe
BPTTribalCouncil@burnspaiute.onmicrosoft.com

Tribal Council
100 Pasigo Street
Burns, OR 97720

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

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

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

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 consideration)	Open until filled (applications received by <u>5pm March 24th, 2020</u> will receive first
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

SOCIAL SERVICE DEPARTMENT

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

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

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

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

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

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

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

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



What are the causes or risk factors for intimate partner violence (IPV)?

Although there is no specific cause for domestic violence, women at the highest risk for being the victim of domestic violence include those with male partners who abuse drugs (especially alcohol), are unemployed or underemployed, afflicted by poverty, have not graduated from high school, and are or have been in a romantic relationship with the victim. Unmarried individuals in heterosexual relationships tend to be more at risk for becoming victims of intimate partner abuse. A mind-set that gives men power over women puts individuals at risk for becoming involved in an abusive relationship, either as a perpetrator or as a victim. Domestic violence against women tends to be reported more often by victims who are in a relationship with a man with more conservative religious views than their own, regardless of whether or not the couple is of the same or different religions or denominations. Regular attendance at religious services is apparently associated with less reported intimate partner abuse. Research shows that those who grew up in a household in which domestic violence took place or in which a parent suffered from alcoholism are more likely to become either perpetrators or victims of intimate partner violence as adults.

Teenagers who suffer from mental illness are also at risk for being in an abusive relationship as young adults. Another risk factor for teen dating/domestic violence includes lower grades.

Medicinenet.com

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



June is Men's Health Month



Want to see these stats change?

- On average, men live about 5 years less than their female counterparts
- Men have a higher death rate for most of the leading causes of death, including cancer, heart disease, diabetes and suicide
- 1 in 2 men will develop cancer in their lifetime
- Men make ½ as many physician visits for prevention as women

Schedule a checkup today!

Do it for yourself and for those who count on you.

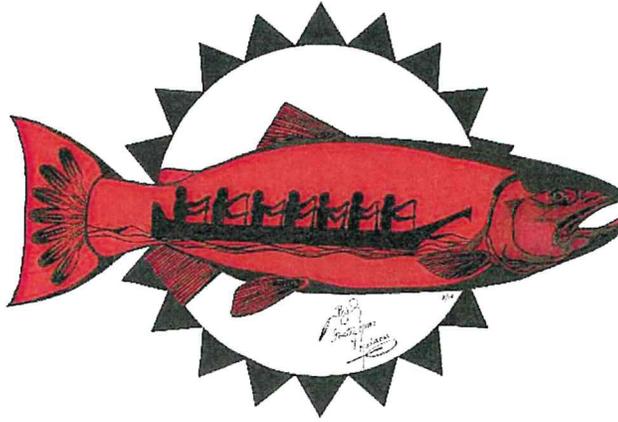


Learn more at:
www.menshealthmonth.com
or call 1-866-543-6461 ext. 101

Call WHC to schedule a physical examination

541-573-8050

STRIVE



SUMMER TRAINING TO REVIVE INDIGENOUS VISION AND EMPOWERMENT

An Online, Virtual Program

**Online Sessions:
Tuesdays and Thursdays 5:30-7:30pm
August 4 through August 27**

Name (First and Last):		
Birthday (MM/DD/YYYY)		
Mailing Address:		
City:	State:	Zip Code
Home phone:	Cell:	
Email:		
Names and phone number of Parents/Guardians:		
What is the best way to contact you? (Phone, email, parent's phone, grandma's phone, etc.)		
Do you have access to internet?		
Do you have access to a computer?		
Name of school you are attending:		
Current grade level in school:		
Year you expect to graduate from High School:		
Current GPA: _____ (this will not affect your acceptance to STRIVE)		

Tribal Affiliation:
T-shirt size <input type="checkbox"/> 3XL <input type="checkbox"/> 2XL <input type="checkbox"/> X-large <input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small
Have you been to STRIVE before?
Gender Identity and preferred pronouns:
What do you hope to gain by attending STRIVE?
What are your goals for after high school?



Once you complete the application, please email or mail it to:

Central Oregon Community College
 Attn. Kelsey Freeman
 2600 NW College Way
 Bend, Oregon 97701
Kfreeman@cocc.edu

Applications are accepted on a first come, first serve basis

If you have any questions, please call or email Kelsey Freeman,

Native American College Prep Coordinator 541-330-4369 kfreeman@cocc.edu



Burns Paiute Tribe
Application for Covid 19 Assistance

Only one (1) application per household.

Must reside in Harney County

Must be an enrolled member of Burns Paiute Tribe

Must demonstrate need for assistance as it related to the COVID 19 Pandemic

Please note that assistance will be processed within 1 – 2 weeks after application is approved.

Your application will not be processed if not complete.

Name _____ Tribe/Enrollment # _____

Mailing Address _____

Physical Address _____

Phone _____ Message phone _____

Date you were laid off due to Covid 19? _____

Or, date your work hours were affected _____

What type of income have you been living on for the last three (3) months? _____

Members of Household	DOB	M/F	Relationship to HOH	Where Enrolled
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type of Financial Assistance Requesting (please choose one)

1) Rent – What is your monthly rent? _____

***Please note - Rent would be divided up (by weeks) depending on the day you were laid off.**

Landlord phone number (for verification) _____

Payment of rent can be made to: _____

2) Electric Bill – one time payment of \$150.00 (Will be paid directly to OTECC) Acct # _____

3) Food voucher _____

4) Basic needs (hygiene products, cleaning products, etc) _____

Earned Income & Unearned Income

Is anyone in the household currently working or have they worked in the past 30 days? Yes No

If yes, please identify household members and their earnings

Member #1 _____ Earnings _____

Member #2 _____ Earnings _____

Member #3 _____ Earnings _____

Do you expect to receive or are receiving any of the following listed below.

Earned Income

Wages/Salary Y N Alimony/Child Support Y N Gifts/Contributions Y N

Unemployment Y N Retirement/Pension Y N Social Security Y N

Income Tax Y N Insurance Settlement Y N Lease Income Y N

IF YOU SAID YES TO ANY OF THE FOLLOWING, EXPLAIN: _____

Unearned Income

TANF Y N Food Stamps Y N Commodities Y N

Foster Care Payments Y N Supplemental Security Income (SSI) Y N Other: _____

IF YOU SAID YES TO ANY OF THE FOLLOWING, EXPLAIN: _____

Have you applied for TANF? Y N

Have you applied for other Resources/Programs? Y N

IF YES, EXPLAIN: _____

Statement of Cooperation – Please read in its entirety.

I/We apply for financial assistance/services for the listed members of my (our) household who are in need.

Under 18.U.S.C SS1001, the Federal law concerning fraud states “Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or makes or uses any false writing or documents, knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.”

I/We have read and understand the provision of Federal Law governing fraud.

I/We agree to supply information regarding resources and income and to notify the agency of any changes in my/our situation.

I hereby authorize the Burns Paiute Tribe staff access to any records to verify information given. I consent to any legally authorized investigation for confirmation of information from any State, Federal, or Tribal Offices or other agents so that I am eligible for assistance available through the COVID-19 Emergency Assistance.

Applicant Signature

Date

PLEASE MAIL APPLICATION TO:

**ATTN: JODY RICHARDS
100 PASIGO STREET
BURNS, OR 97720**

FAX TO:

**ATTN: JODY RICHARDS, ER COVID ASSISTANCE
541-573-2323**

EMAIL TO

jody.richards@burnspaiute-nsn.gov

Any question please call 541-573-8005 or 541-589-4595

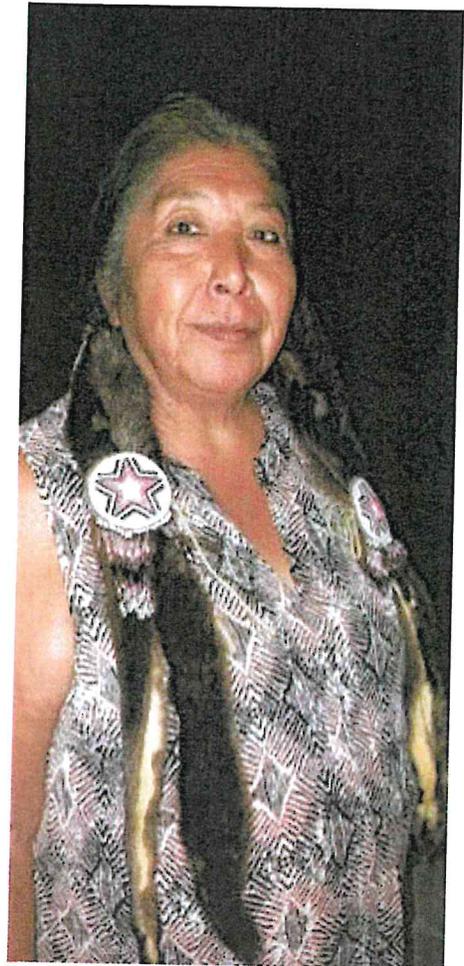
Official Use:

Amount approved for: _____

Payment made to: _____

Signature of approving staff

Date



Please welcome Beulah Morgan (Charles), as one of our newest Language Technician in the Culture & Heritage Department Language Program.

Beulah is the daughter of WWII Veteran Doyle H. Charles (father) of the Burns Paiute Tribe and Ramona G. Bitt (mother) of the Duck Valley Indian Reservation. Her paternal grandparents are Henry Charles (Shoshone) and Hannah Hoodi-ia dee/Indian Tootsey (Paiute). Maternal grandparents are Ed Bitt from the GiduTicutta Band and Maggie Bitt (Kelly) from the Malheur Band. Beulah is the great-granddaughter of Mr. and Mrs. Paiute Kelly descendants of the Malehuer band led by Paddy Cap. Beulah has three children Simona Charles (St. Louis, MO), Zachariah Charles (Lawrence, KS), and Travis Morgan (Boise, ID). Beulah has 10 grandchildren and one great-grandson.

Beulah is a high school graduate of Stewart Indian High School and attended Haskell Indian Jr. College and Boise State University.

Beulah began interpreting the English language into Paiute for her father who only spoke fluent Shoshone and Paiute when she was just six years old. Beulah knows that our language is a vital piece to our very existence. Therefore, Beulah strives at every opportunity given to instilling the Paiute language into those who are willing to learn.

Beulah M. Morgan (Charles)

Language Technician-Burns Paiute Tribe

[e]: Beulah.Morgan@burnspaiute-nsn.gov [c]: 208-473-8083



**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