

# TU' KWA HONE NEWSLETTER

Burns, Oregon

September 7, 2020

**Burns Paiute Tribe**

100 Pasigo St.

Burns, OR 97720

541.573.8016

**TRIBAL COUNCIL CONTACT:**

**Chairman - Cecil Dick**

**541-589-1685**

***Burns Paiute Agency***

**BIA District Office**

**360 -726-6300**

**Contact number for complaints**

**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**



## PUBLIC NOTICE:

The Tribal Council would like to have a community meeting for questions and answers regarding the reassumption with Mr. Turner from the BIA. “The BIA reassumption will be at Rainbow Park for questions and answers at 5:30 pm on Friday September 4, 2020 to discuss the reassumption. Rainbow Park is next to the Living Waters Church and Tu Wa Kii Nobii, the address is 8 Radar Lane, Burns, OR 97720. Please bring your lawn Chairs.”

Additionally the following has changed, from the “Burns Tribal Police” to the “Burns Tribal Agency.”

Complaints please call the District Office – 360-726-6300

***All Tribal Offices will be closed Monday —September 7, 2020 in Observance of Labor Day***

### Sign Up for LOP Draw: Elk Only.

**Must Sign Up by Wednesday, September 9<sup>th</sup>.**

If you would like to be included in the draw, please email your name, ODFW # (if you have one), phone number, and hunt number 1<sup>st</sup> and 2<sup>nd</sup> choice to:

[carter.crouch@burnspaiute-nsn.gov](mailto:carter.crouch@burnspaiute-nsn.gov)

If you have additional questions contact Carter at 940 704-6008.

### Hunts

- 266X (Logan Valley Bull elk from 10/28 - 11/1)
- 266Y (Logan Valley Bull elk from 11/7 - 11/15)
- 266B (Logan Valley antlerless elk from 11/21 - 11/29)
- 266C (Jonesboro antlerless elk from 8/15 - 9/30)
- 278A1 (Jonesboro either sex elk from 10/28 - 11/3)
- 278A2 (Jonesboro either sex elk from 11/7 - 11/15)
- 247A1 (Beech Creek either sex elk from 10/28 - 11/1)
- 247A2 (Beech Creek either sex elk from 11/7 - 11/15)
- 247 (Beech Creek antlerless elk from 11/21 - 11/29)

Name	Phone	Hunt 1 <sup>st</sup> choice	Hunt 2 <sup>nd</sup> choice
John Deer	541-573-8086	266X	266B
Jane Doe	541-573-8086	247	278A1

# In Loving Memory of Clifford Richard Sam

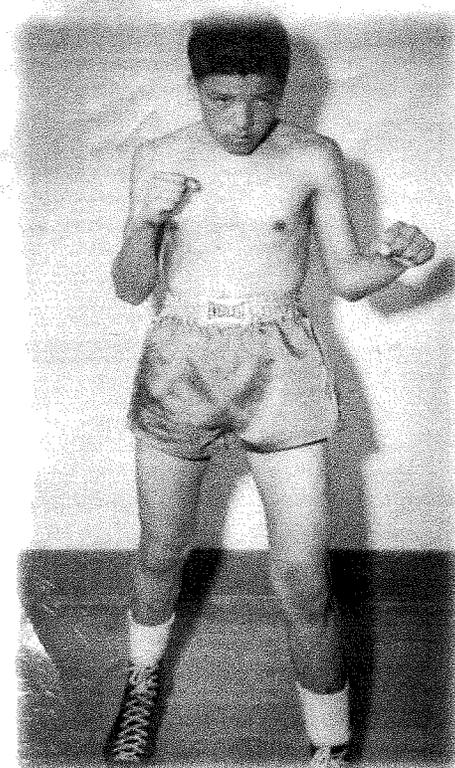
April 17, 1932 - September 1, 2020

*Graveside Services to be held  
Saturday September 5, 2020 at  
2:00 PM at the Old Camp  
Cemetery*

Dinner to follow graveside  
service at #13 Yapa st., Food  
donations are encouraged and  
appreciated

**Please remember to follow social  
distancing restrictions**

***THE SAM FAMILY***



## 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](mailto: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;

- 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		

61	Peck, Myra	94	Teeman, Bridget
62	Proctor, Cynthia	95	Teeman, Carla
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93	Teeman, Bernadette		

## **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.

# Finance Administrative Assistant

Job Title: Finance Administrative Assistant  
Department: Finance Administrative Assistant  
Reports to: Finance Director  
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](mailto:Tammi.Holliday@burnspaiute-nsn.gov)

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

# Language and Traditional Culture Program Manager

<b>Job Title:</b>	Language and Traditional Culture Program Manager
<b>Department:</b>	Culture & Heritage
<b>Reports to:</b>	Culture & Heritage Director
<b>FLSA Status:</b>	Full time/permanent (+ benefits after probationary period)
<b>Opens:</b>	March 10, 2020
<b>Closes</b> consideration)	Open until filled (applications received by <u>5pm March 24th, 2020</u> will receive first
<b>Salary:</b>	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 2<sup>nd</sup> 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](mailto: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](mailto: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](mailto:Tammi.Holliday@burnspaiute-nsn.gov)

**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

The Pow-wow committee will be fundraising during the Harney County Fair & Rodeo. We are in need of volunteers in the taco stand. We are also looking for and accepting donations. Taco supplies, cleaning supplies and monetary donations are also accepted. Please let us know as soon as possible if you are able and willing to volunteer your time or contribute in any way. We appreciate it and thanks in advance.

Contacts: Anita Hawley, Jolene Snapp, , Myra Peck or Donna Teeman

### TACO SALE AT THE FAIRGROUNDS

Date	Time	VOLUNTEERS
9/8/20 Tuesday	11-4	
9/9/20 Wed	Closed	
9/10/20 Thursday	11-8pm	
9/11/20 Friday	11-9 pm	
9/12/20 Sat	12 -9 pm	
9/13/20 Sun	11-2pm	

## **Types of Red Flags**

- ✓ **Verbal abuse, such as put-downs and name calling**
- ✓ **Emotional abuse, such as gaslighting (telling lies to confuse a person about what really happened), acting in a way that is threatening, terrifying or makes a person feel bad about themselves**
- ✓ **Making all the decisions**
- ✓ **Controlling how the other dresses, who the other person could talk to, or if the other person can see friends or family**
- ✓ **Threatening to take kids away**
- ✓ **Threatening to harm animals, does harm animals, or threatens to kill themselves**
- ✓ **Dismissing the abuse and/or calls the other person crazy for addressing the abusive behavior**
- ✓ **Destroying property or threatening with weapons**
- ✓ **Preventing the other person from working or going to school**

**PSACORP.COM**

**Domestic Violence & Sexual Assault Program**

**Cell 541-413-0216**

# CRANE SCHOOL DISTRICT 2020-2021 CALENDAR

## July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 19-20: Teacher Inservice  
August 24: First Day of School

## August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7: Labor Day- No School  
September 9: Early Release-Fair  
September 10: No School Fair  
October 23: End of Quarter 1  
October 23: Friday School Early Release  
October 29: Elem/Conf No School  
October 29: Early Release HS Conf. 1-7 pm

## October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 12: Observe Veterans Day No School  
Nov. 12: End Elem Trimester 1  
Nov. 20: Friday School Early Release  
Nov. 25: Early Release  
Nov. 26: Thanksgiving No School  
**December 15-16: HS Semester Finals**  
December 17: Early Release/End QT 2  
December 21-31 Christmas Break

## December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 4: Teacher In-Service  
January 5: School Resumes  
January 18: MLK No School  
February 18: End of Trimester 2  
February 25: Elem/Conf No School

## February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 11: End of Quarter 3  
March 22-26: Spring Break  
April 1: HS Conf- 1-7 pm Early Release

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 6: Play Day  
May 20: Senior Last Day  
May 22: Graduation  
**May 25-26: Semester Finals**  
May 27: Last Day of School  
May 31: Memorial Day  
June 1-2: Teacher In Service

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



## Education / Employment Assistance

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



9/8/2020

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

~ Sitting Bull

### Contact:

Vanessa Bahe

541-573-8007

### Email:

[vanessa.bahe@burnspaiute-nsn.gov](mailto:vanessa.bahe@burnspaiute-nsn.gov)

Monday- Wednesday

*Harney County School District #3 is offering a hybrid, an every other day online learning model, or an online learning model for students from Kindergarten to the 12th grade for the 2020-2021 academic school year. In addition, the District approved for each student to receive a Chromebook by his/her respective school.*

*Thank you to the participants who completed the 2020 Parent/Guardian Education Survey for the Burns Paiute Community. If you have any questions or need assistance, please contact the Education Program at 573-8007 or Tuwakii Nobi at 573-1572.*

### **HCS#3 School Board Meetings:**

Regular School Board Meeting: September 8th at 6:00 p.m.

Location: 550 N. Court Avenue, Burns, OR 97720

Please note that School Board Meetings are open to the public.

### **Slater Elementary School Training**

Slater Elementary School is offering training to parents, coaches and students each day afterschool from 3:30 p.m. to 4:30 p.m. If you are interested in learning about the new program or have any questions, please contact the Slater office at 573-7201.

### **Free and Reduced-Price School Meals**

*Free & Reduced-Price Applications are now available for the 2020-2021 school year! Apply for Free and Reduced-Price School Meals Online: <https://www.ode.state.or.us/apps/frlapp>. Paper applications are available and may be submitted to any of the school offices, or faxed to Channon Rebeiro at her Slater office, 541-573-7272.*

### **Head Start**

The Head Start of Harney County is a preschool program for three and four year old children. Please contact Tuwakii Nobi at 573-1572 or the Education Program at 573-8007 for an application.



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

**NUMBERS TO KNOW**

**General Manager, Rachelle Perkes, (541) 573-8001**  
**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**