



# Ute Indian Tribe

## Job Vacancy

Announcement: December 12, 2017 – December 26, 2017

*(Note: Tribal Preference will be exercised)*

Announcement #:	Department	Position	Closing Date:
2017-046	Prosecution	Tribal Prosecutor	December 26, 2017
Qualifications:	<p>Jurist Doctorate/Law degree from an accredited law school. Supplementary coursework in Criminal Court procedures. Two year experience as Prosecutor or related field. Thoroughly knowledge of Tribal codes and ordinances. Thoroughly knowledge of Criminal and Civil Law and States statutes. Considerable knowledge of Tribal Law and Order Code, general provision of Ute Indian rule of Criminal Procedure. Ability to apply legal principles and knowledge of individual cases and problems. Ability to analyze and evaluate facts and evidence and to apply them individual cases and problems. Ability to maintain effective working relationship with Tribal Employees, Administrative and Court officials and general public.</p>		
Announcement #:	Department	Position	Closing Date:
2017-079	Grievance Committee	Members (2) Non-tribal members (1) Tribal member	December 26, 2017
Qualifications:	<p>The Personnel department is in need of a Grievance committee. The Committee is made up of three (3) members, two (2) must be non-tribal members and one must be a tribal member. Must not be employed by the Ute Indian Tribe may serve on the Grievance Committee. If you are interested or know of anyone who may be interested, please contact the Personnel Department. Committee members will be selected by the Business committee.</p>		
Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	December 26, 2017
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Responsible for conducting field monitoring and or compliance checks and completing required support documentation in implementing the sclerocactus plan. Not to exceed over 6 months, budget depending.</p>		
Announcement #:	Department	Position	Closing Date:
2017-084	Ute Family Services	Guardian Ad Litem	December 26, 2017
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Advocate for youth involved in child welfare cases with social service. Juris Doctorate Law Degree.</p>		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2017-086	Transit	Transit Bus Driver	
Qualifications:	High School Diploma or G.E.D, Valid Utah Driver's license must be able to obtain a tribal license. Two years of driving in related field. Knowledge of bus driving and transporting people. Must have basic CPR and First Aid training, and keep current with refresher course. Must follow written and verbal instructions at all times. Must be able to make travel and training reports effectively. Commercial drives license with passenger endorsements. Must pass a Department of Transportation (DOT) physical examination before hire and be subject to renewal every two years or as needed.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2017-090	BIA / Law Enforcement	Tribal Police Officer	
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Two years of successfully completed study at an accredited school above the high school level, which included at least 12 semesters hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subject closely related to police our guard work must have been included in the substituted education. Successful completion of a full four year course of study required B.S. degree in police science or a comparable degree for an accredited school above the high school level.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2017-097	Fish & Wildlife	Fishery Biologist I	
Qualifications:	High School Diploma or G.E.D, clerical duties, Bachelor's Degree in Fishery Biology / Aquatic science or related field and 12 months related experience. Master's Degree in Fishery Biology / Aquatic Science or related field may be substituted for 12 months of experience.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2017-102	Building Rehab	Maintenance Worker / Driver	
Qualifications:	High School and/or GED. Valid Utah driver's license and able to obtain a Tribal Driver's license, individual must be open and courteous with all those whom you come in contact with. Should speak Ute as fluently or understand as to place the Elderly at ease. Must be able to perform most home projects, plumbing, carpentry-general maintenance. Most important, this person should be able to motivate self without much difficulty and / or be instructed on all projects with the Tribal Elders homes.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2017-103	Building Rehab	Work Crew Supervisor	
Qualifications:	<p>High School and/or GED. Some knowledge of the hazards and safety rules required in carpentry and maintenance tasks. Must have ability to learn the methods, materials and equipment used in maintenance/carpentry work. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must pass pre-employment drug/alcohol test. Must pass a Criminal Background Check. Must successfully complete a three month probationary period during which incumbent will be evaluated for satisfactory performance of typical duties listed.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2018-01	Social Service	Social Worker (2) positions	
Qualifications:	<p>High School and/or GED. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must pass pre-employment drug/alcohol test. Must pass a Criminal Background Check. Bachelor's degree in Social Work or related field. Knowledge of social work best practices, ability to communicate effectively verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments, and the public.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2018-03	Fish & Wildlife	Conservation Officer	
Qualifications:	<p>High School and/or GED. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must be 21 years of age or older. Will be required to attend Conservation Enforcement Academy and/or acceptable law enforcement training Mandatory within 1 year of employment. Individuals must be a high moral character; have ability to work in stress situations; have capacity for effective public relations; be honest, trustworthy and possess sound judgement. Knowledge of Federal Law, State Law and Tribal Laws pertaining to Fish &amp; Wildlife Management.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>December 26, 2017</b>
2018-04	Head Start	Assistant Teacher (2) positions	
Qualifications:	<p>High School and/or GED. High School Diploma or GED, An Associate Degree I Early Childhood Education, or in a related field with coursework equivalent to a major relating to early childhood education must be enrolled in a coursework leading to baccalaureate degree in ECE. A minimum of one (1) year of classroom experience teaching preschool – age children or preschool age; three (3) years preferred. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR /First Aid/Universal Precautions, and a Food handler's permit, or willingness to complete these four trainings within one month of employment.</p>		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	
2018-05	Head Start	Family Engagement Advocate (2) positions	<b>Closing Date:</b> December 26, 2017
Qualifications:	High School Diploma or G.E.D, One year experience working with preschool age children. One year experience working with preschool age children. Have a credential or certificate in social work, human service, family services, counseling or a related field; or willingness to obtain within 18 months of hire, a credential or certification in social work.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	
2018-06	Child Care	Assistant Child Care Coordinator	<b>Closing Date:</b> December 26, 2017
Qualifications:	High School Diploma or G.E.D, One year experience working with preschool age children. Must have a Child Development Associate (CDA) Credential; or have experience in Child Care Administration; or have a degree in a related field with 2 years, experience in working with children and families. Experience in an administrative position may be substituted, with 1 year early childhood development training. Pass a criminal background check. Other duties.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	
2018-07	Water System	Construction Worker	<b>Closing Date:</b> December 26, 2017
Qualifications:	High School Diploma or G.E.D, Two (2) years minimum experience in construction. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	
2018-08	Water System	Assistant Director	<b>Closing Date:</b> December 26, 2017
Qualifications:	High School Diploma or G.E.D, Five (5) years business experience in program and / or project management, knowledge in the tribal accounting and billing process and system. Associated degree in business (Work experience maybe substituted for degree requirement). Must have excellent communication skills and problem-solving ability. Excellent knowledge of MS office; project and program management, and have managerial skills. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	
2018-09	Water System	Drinking Water Technician	<b>Closing Date:</b> December 26, 2017
Qualifications:	High School Diploma or G.E.D, Two (2) years, experience relating to the monitoring and operations of the drinking water system. Treatment Level -1 and Distribution Level -1 Certifications or as condition of employment must obtain one certificate within 6 months and both certificates within one year of employment. Must retain certification accreditation and attend training to meet new license requirement and needed. Two (2) years, experience relating to the monitoring and operations of a drinking water system. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-11	Red Pine	Male House Manager	<b>December 26, 2017</b>
<b>Qualifications:</b>	High School Diploma or G.E.D, Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Position requires working day, swing or graveyard shifts Monitor the residents of the Red Pine RTC to ensure the resident's atmosphere is safe and productive for their treatment needs. Must have knowledge of racial, ethnic, customs and cultural values and attitudes of population. Have knowledge or become familiar with traditional healing methods and providing holistic care. Must be reliable.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-12	Red Pine	Part time Cook	<b>December 26, 2017</b>
<b>Qualifications:</b>	High School Diploma or G.E.D, Class A CDL and Medical Card. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Plan well balanced, nutritious meals, pre order ingredients for the week. Form positive relationships with coworker's and clients. Food handler's permit required. Prepares, cooks and serves meals meeting USDA and CACDF requirements. Operates a wide variety of powered & mechanical equipment including: mixers, grinders, slicers, steamers, ovens, fryers & dish machine. Etc.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-13	Justice Center	Cook (Part -Time)	<b>December 26, 2017</b>
<b>Qualifications:</b>	High School Diploma or G.E.D, Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. They must be able to demonstrate that they have the experience, training and skills to perform the functions to which they will be assigned. They must be able to pass a Federal background check to be able to work in Bureau of Indian Affairs Correctional Facility. Must be able to lift 50 lbs. May be required to perform heavy work, such as scouring and scrubbing large-size cooking utensils and pushing heavy carts in unloading, storing and delivering supplies and food. May be required to work on ladders and use powered cleaning equipment. Frequently lifts and moves objects. All other duties.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-14	Justice Center	Cook II	<b>December 26, 2017</b>
<b>Qualifications:</b>	High School Diploma or G.E.D, Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. They must be able to demonstrate that they have the experience, training and skills to perform the functions to which they will be assigned. They must be able to pass a Federal background check to be able to work in Bureau of Indian Affairs Correctional Facility. Must be able to lift 50 lbs. May be required to perform heavy work, such as scouring and scrubbing large-size cooking utensils and pushing heavy carts in unloading, storing and delivering supplies and food. May be required to work on ladders and use powered cleaning equipment. Frequently lifts and moves objects. All other duties.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-15	Red Pine	Female House Manager	<b>December 26, 2017</b>
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, Must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Position requires working day, swing or graveyard shifts Monitor the residents of the Red Pine RTC to ensure the resident’s atmosphere is safe and productive for their treatment needs. Must have knowledge of racial, ethnic, customs and cultural values and attitudes of population. Have knowledge or become familiar with traditional healing methods and providing holistic care. Must be reliable.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-16	BIA /OJS Law Enforcement	Tribal Dispatch	<b>December 26, 2017</b>
<b>Qualifications:</b>	<p>High School Diploma or GED, Must possess a valid Utah State driver’s license and able to obtain a tribal driver’s license. The incumbent may be required to operate a motor vehicle to and from work. Must have a valid Utah State Driver’s license and possible to obtain a Tribal Driver’s license; if necessary. Must pass a pre-employment drug/alcohol test. Must pass a Criminal Background check. This position may require to travel from the normal duty stations to attend necessary training as required. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and /or Holidays and/or overtime; if necessary. Practical knowledge of standardized Law Enforcement Telecommunication systems, to perform all associated operating functions necessary to transmit and receive communication traffic. Knowledge of standardized operating procedures, rules, and methods to operate Law Enforcement Telecommunication equipment, with emphases in radio. Practical knowledge of the Law Enforcement Crime Reporting Information System (CRIS) and the NCIC Computer information system. Must be able to operate the National Crime Information Center (NCIC) computer terminal. Maintain records, Professional with the public, supervisors and co-workers</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-17	Motor Pool	Detail Technician	<b>December 26, 2017</b>
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, Must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Training or completion of a automotive service technology program and some vehicle maintenance experience. Stand –in to drive non CDL transit bus, only if needed. Must receive basic CPR and 1<sup>st</sup> responder training. Working knowledge of word processing and spreadsheet software.</p>		