

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

CURRENT JOB POSTINGS

November 26, 2018

Tribal Business Officer

Administration, Nixon, NV

\$62,046.40 - \$65,187.20 per annum; Full-Time

Exempt, Class Code 608, Grade 30, Steps 1-3 DOE

Date Closes: OUF

DEFINITION: Provides direct supervision to assigned programs to ensure that program goals and objectives are achieved with outcomes and deliverables consistent with the overall Tribal mission. Provides support to ensure department head develops and implements short-term and long-term business plans for the Pyramid Lake Paiute Tribe, including but not limited to existing Tribal income generating programs.

REQUIRED EXPERIENCE AND TRAINING:

Bachelor Degree in Business or Marketing required. Plus a minimum of five years successful business management experience with Direct Profit and Loss Accountability managing multi-unit, multi-location enterprises and at least five year experience in business development. Must have experience with the development of business plans, policies and operating procedures. Must have a valid driver's license and be insurable under the Tribal vehicle insurance policy. Must favorably pass a thorough background investigation according to Tribal and Federal standards.

MARRIAGE & FAMILY THERAPIST

Pyramid Lake, NV

Salary is Negotiable; Full-Time, Exempt, Class Code 449

Date Closes: OUF

DEFINITION: Provide individual and family counseling services to adults and children to identify personal and interactive problems, and to achieve effective personal and family development and adjustment. Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Apply psychotherapeutic and family systems theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating such diagnosed nervous and mental disorders. Provide full range of outpatient assessment, diagnostic services, treatment, interventions, and referral services.

REQUIRED EDUCATION AND EXPERIENCE:

Master's degree from an accredited school in Clinical Psychology, Clinical Social Work, Marriage and Family Therapy with a license as a Licensed Clinical Social Worker or Marriage and Family Therapist. Three years of post-Master's degree professional experience in a human service setting, two of which were in mental health or substance abuse related health services. Experience in program planning, implementation, and evaluation. Experience in grants management and supervision. Experience in providing diagnostic and treatment to individuals and groups, which includes preparing clinical data and maintaining case records. Must be able to obtain CPR/First Aid certification within the first year of employment. Must favorably pass a thorough background investigation.

SUBSTANCE ABUSE COUNSELOR

Sumunumu, Fernley, NV

Date Closes: OUF

\$17.44 – \$18.33 per hour; 40 hours per week; Non-Exempt

Class Code 318, Grade 19, Step 1-3 Depending on Experience

DEFINITION: Under the supervision of the Sumunumu Director, the Substance Abuse Counselor will provide counseling, evaluation, prevention, and aftercare to people in the community with substance abuse problems.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with an Associate's Degree in a related field. A Bachelor's degree is preferred. At least two year experience in a substance abuse prevention or counseling program. Current license/certification from the Nevada State Board of Examiners (Native American, Certified Alcohol and Drug Counselor, Licensed Alcohol and Drug Counselor). Must have a Nevada Driver's license and insurable under the Tribe's vehicle insurance policy. Must have at least two years sobriety prior to and during employment.

CONTRACTS & GRANTS ADMINISTRATOR

Nixon, NV

Date Closes: OUF

\$41,995.20 - \$44,116.80 Per Annum; Full-time, Exempt

Class Code 528, Grade 22, Step 1-3 Depending on Experience

DEFINITION: Establishes, contributes, improves, and facilitates the process by which the Pyramid Lake Paiute Tribe secures funding through contract/grant applications and ensures compliance with Tribal and funding agencies pre- and post-funding regulations and requirements.

REQUIRED EDUCATION AND EXPERIENCE:

A Bachelor of Science Degree in Public Administration, Community Planning, Communication, Political Science, or a combination of both education, training, and experience in Tribal government, grant-writing, or contract/grant administration totaling six (6) years. Experience in developing grants or contracts including identifying goals, timetables and determining program needs and funding; monitoring and evaluating grant or contract activities and expenditures; interpreting laws, regulations, policies and advising on their requirements; evaluating statistical and financial information and developing reports of findings. Experience in contract/grant negotiations, contract/grant administration and management, and in development of contract and grant proposals submitted to various funding agencies. Must possess a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy. Must favorably pass a character background investigation.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 224/225.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.

