Timbisha Shoshone Tribe
Job Description
Deadline August 16th, 2019

Position: Receptionist
Salary: $12-$14 DOE (FULL TIME)
Position Summary:
Attend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public, clients and customers. This is Full-time position. Applicant must have a high school diploma or GED, Valid California Driver’s License and at least 1 year of general office experience utilizing office equipment and general office procedures. Strong customer service skills are a must.

Position: Tribal Child Protective Services Worker (ICWA)
Wages: Contracted Stipend (PART TIME)
Position Summary:
The Tribal Child Protective Services Worker shall have the overall responsibility for representing the Timbisha Shoshone Tribe pursuant to the Indian Child Welfare Act program activities. These activities include administration of the ICWA Program according to established standards, including the planning and coordination of efforts for outreach for foster care, maintain system compliance to ensure reimbursement, remitting all required reports in a timely manner, and assisting in contract placements.

Position: Temporary Environmental Director
Salary: DOE $18-$21
Position Summary:
Under the general supervision of the Tribal Administrator and Tribal Council, the Director/Manager will implement and coordinate a variety of Environmental Office/Death Valley Administrative Office, and complete a variety of task including seeking additional funds, writing grant proposals, and holding community outreach programs. The Environmental Director/Manager will also be responsible to implement the intended purpose of the Environmental Office, which is to protect the health and safety of Tribal members, keep the Tribe in compliance with all applicable environmental laws and regulations, help the Tribe become a stronger entity to better protect its water resources and environmental interests and involve the Tribe as an active participant in decision making process regarding the Timbisha Shoshone Trust Lands. Responsible for the general conduct, oversight and coordination of Death Valley Tribal administration of office procedures and telephone communication system in the absence of the Tribal Administrator.