

ROUND VALLEY INDIAN TRIBES
A Sovereign Nation of Confederated Tribes

TRIBAL COUNCIL OFFICE
77826 COVELO ROAD
COVELO, CALIFORNIA 95428
PHONE: 707-983-6126
FAX: 707-983-6128



LOCATION: ON STATE HWY 162
ONE MILE NORTH OF COVELO
IN ROUND VALLEY
TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

JOB ANNOUNCEMENT

Post Date: 9/16/2019

Senior Center Outreach Services/Meal Delivery Coordinator **Open Until Filled**

- TBD
- 17 hours per week;

The Outreach Services/Meal Delivery Coordinator will assist the Director in developing and implementation of Outreach and Supportive Services to elderly clients; Perform client assessments, case management and deliver meals to elderly homebound; Maintain and obtain data files for reporting.

Tribal Real Estate Office Clerk **Closing Date: 9/30/2019**

- \$12 Hr.
- 20 Hours per week;

The Tribal Real Estate Office Clerk will coordinate communications with clients and agencies; research involved with resolving land disputes regarding boundary, landholding, or rights; preparation and completion of the many forms related to all aspects of leases or permits affecting tribally held lands; basic file clerk related duties and any other duties assigned by the Tribal Real Estate Manager.

Police Officer **Open Until Filled**

- Salary – DOE
- Non-Exempt

General Responsibilities:

Under supervision, to perform law enforcement and crime prevention work; to enforce tribal regulations and ordinances, to preform investigative work; to control traffic flow and to do related work assigned.

Qualifications include: CA Post Certificate or Equivalent, US Citizen, High School Graduate, 21 Years old or older, Possess a valid Class C California Driver's License, able to pass Extensive background investigation and drug test.

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Temporary Labor Pool

- Accepting applications continuously per department needs;
- Temporary Labor Pool is updated annually per applicant submission date;
- Full time, Part time, seasonal work assignment;

To Apply Contact:

Round Valley Indian Tribes, Personnel Department
77826 Covelo Road, Covelo CA 95248
For more information call 707.983.6126, Ext. 103

All applications must include a *Resume*.
Full Job Description will be available for each position when requested

ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.