



CAHTO TRIBE

LAYTONVILLE RANCHERIA
P.O. Box 1239 • Laytonville, CA 95454
Office (707) 984-6197 • Fax (707) 984-6201

JOB ANNOUNCEMENTS

(March 5, 2021)



Job Title: Administrative Assistant/Receptionist
Department: Tribal Administration/Executive Committee
Supervises: None
Classification: Non-Exempt, Full-time
Wages: \$15.00 - \$18.00/Hr.

Job Summary: Provides administrative and clerical support to Tribal Administrator and Executive Committee to ensure efficient operation of the tribal government office. Must possess excellent office skills, be computer literate and responsible for confidential and time sensitive materials. Good public relations skills and sensitivity to the Native American community.



Job Title: DOJ/Violence Against Women – Victim Services Coordinator
Department: Tribal Administration/Executive Committee
Supervises: None
Classification: Non-Exempt, Full-time
Wages: \$22.00 - \$27.00/Hr.

Job Summary: Provide crisis intervention services to victims of Sexual Trafficking and Domestic Violence in the local Native American community. Work will be conducted in collaboration with local service providers within the community and surrounding area.



Job title: EPA Director
Department: Environmental Department of the Cahto Tribe
Supervises: EPA staff
Classification: Exempt, Full-time
Salary: \$52,000 - \$58,240

Job Summary: Responsible for the capacity building and implementation of the Tribe’s Environmental Program. Manage the day to day operation of the Tribe’s EPA Department and supervise staff. Responsible for department grant writing and administration. Perform annual review of the Tribe’s Environmental Plan and insure grant reports are completed and filed timely.





Job Announcements (cont.)



Job Title: Housing Director
Department: Housing Department of the Cahto Tribe
Supervises: Housing Staff
Classification: Exempt, Full-time
Salary: \$52,000 - \$58,240/Year



Job Summary: Provide housing and maintenance related services for the Tribe. Responsibilities include planning, developing, implementing, controlling and evaluating the Tribe's housing programs and operations. Supervise housing staff and oversee day to day operation of the tribal housing department.



Job title: Housing Occupancy Clerk
Department: Housing Department of the Cahto Tribe
Supervises: None
Classification: Non-Exempt, Full-time
Wages: \$15.00 - \$17.00/Hr.



Job Summary: Provide administrative and clerical support to the housing office. Responsible for rental management, recordkeeping, files maintenance, work order processing, office purchasing, communication, phone calls. Must be computer literate, well organized and confidential.



Complete job descriptions and the application are available at the Cahto Tribal Office.

For the Employment Application only, please visit the tribe's website at:

cahtotribe-nsn.gov



All of these positions require sensitivity to and understanding of the Native American community.

