

TO: Tribal Business Council for June 2, 2021 Meeting
FROM: Joleen Robles, Human Resources Manager
RE: Recruitment Status for Job Openings/HR Update

<u>Open Positions</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>Cut-Off Dates</u>	
Medical Assisted Treatment Care Coordinator No applicants	May 12	Until Filled	6/4	6/18
Call Center Representative One applicant	May 12	Until Filled	6/4	6/18
Clinical Applications Coordinator No applicants	May 12, 2021	Until Filled	6/4	6/18
Youth Program Advocate No applicants	May 26	June 11		
Tutor (25 hours) No applicants	May 26	June 11		
Staff Accountant	Need to Advertise			
Social Marketing/Public Education	On-Hold (per Supervisor)			
Family Support Specialist	On-Hold (per Supervisor)			
Transportation Aid (Part Time)	On-Hold (per Supervisor)			
Director of Dental	On-Hold (per Supervisor)			
Special Education Advocate	On-Hold (per Supervisor)			
Substance Use Disorder Coordinator	On-Hold (per Supervisor)			

Positions Recently Closed

Emergency Services Coordinator	Job Offer 05 27 2021		
Tribal Administrator	Final Interview 06 02 2021		
Executive Assistant	Interviews being scheduled (several applicants)		
Medical Director/Physician No applicants	April 1	May 27	
Dental Assistant or RDA (one position) No applicants	April 1	May 27	
Registered Dental Assistant or DA (one position) One applicant	April 1	May 27	
Fitness Center Attendant (on call) One applicant	April 1	May 27	
SIRCO Operations Manager Three applicants	April 1	May 27	
Surveillance Agent Three applicants	May 19, 2021	May 28	

Positions Recently Filled

Dental Sterilization Technician - 05 03 2021

Grounds Keeper/Custodian - 05 17 2021

Environmental Technician - 06 07 2021

RN/Clinic Manager - 06 21 2021

CMA/CHR - 05 17 2021

Director of Natural Resources - 06 21 2021

Tutor - 06 21 2021

Committees

Parents Education Committee - Open 05 26 2021 Closes 06 04 2021

SIR Employee Census Data

33 SIR Tribal Employees

09 Native/Non-SIR Tribal Employees

52 Non-Native Employees

94 Employees Total

35% Tribal, 10% Native/Non-Tribal, 55 % Non-Native