

**TO:** Tribal Business Council for August 3, 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>
Tutor (PT - 25 hours) <b>No applicants</b>		<b>Need to readvertise as a Trainee</b>	
Medical Director/Physician <b>No applicants</b>	June 4	Until Filled	Final Cut-off 7/30
RN/Clinic Manager <b>No applicants</b>	June 4	Until Filled	Final Cut-off 7/30
Receptionist (Dental) <b>No applicants</b>	July 28	August 6	
Transportation Aide (on-call) <b>No applicants</b>	June 30	Until Filled	First Cut-off 8/11 Second Cut-off 8/25 Third Cut-off 9/8 Fourth Cut-off 9/22
Social Marketing/Public Education	<b>On-Hold (per Supervisor)</b>		
Family Support Specialist	<b>On-Hold (per Supervisor)</b>		
Transportation Aid (Part Time)	<b>On-Hold (per Supervisor)</b>		
Director of Dental	<b>On-Hold (per Supervisor)</b>		
Special Education Advocate	<b>On-Hold (per Supervisor)</b>		
Substance Use Disorder Coordinator	<b>On-Hold (per Supervisor)</b>		

**Positions Recently Closed**

Executive Assistant	Interviews being scheduled (several applicants)
Clinical Applications Coordinator	1 applicant - Setting up interview
Coding Specialist	Interviews 8/2 - 2 applicants

**Positions Recently Filled**

Summer Students - 6 Started June 28, 1 Started July 6, 2 Unfilled  
 Medical Assisted Treatment Care Coordinator - Starts 7/12  
 Call Center Representative - Starts 7/12  
 SIRCO Operations Manager - Starts 7/12  
 Dental Assistant - Starts 7/12  
 Billing Specialist (Dental) - Starts 7/19  
 Groundskeeper/Custodian - Started 7/19  
 Youth Program Advocate - Started 7/19  
 Custodian - Started 7/26  
 Fitness Center Attendant - Started 7/6

## Committees

Parents Education Committee - Opened 05 26 2021 - Closed 06 04 2021 - Three Applicants

## SIR Employee Census Data

38 SIR Tribal Employees

08 Native/Non-SIR Tribal Employees

52 Non-Native Employees

98 Employees Total

**39% Tribal, 8% Native/Non-Tribal, 53 % Non-Native**