

TO: Tribal Business Council for July 7, 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) No applicants		Need to readvertise as a Trainee	
Medical Director/Physician No applicants	June 4	Until Filled	Third Cut-off 7/16 Fourth Cut-off 7/30
Dental Assistant or RDA (one position) No applicants	June 4	Until Filled	Third Cut-off 7/16 Fourth Cut-off 7/30
RN/Clinic Manager No applicants	June 4	Until Filled	Third Cut-off 7/16 Fourth Cut-off 7/30
Weed Warrior No applicants	June 4	July 16	
Transportation Aide (on-call) No applicants	June 30	July 9	
Groundskeeper/Custodian No applicants	June 30	July 9	
Billing Specialist (Dental) No applicants	June 30	July 9	
Coding Specialist No applicants	June 30	July 9	
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

Executive Assistant	Interviews being scheduled (several applicants)
Custodian	2 Applicants - Setting up Interviews
Clinical Applications Coordinator	1 applicant - Setting up interview
Youth Program Advocate	4 applicants - Setting up interviews

Positions Recently Filled

Emergency Services Coordinator - Started June 7
Surveillance Agent - Started June 21
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
Fitness Center Attendant (on-call) - waiting on effective date
Tribal Administrator - waiting on effective date

Committees

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