

TO: Tribal Business Council for September 8, 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	July 9	Until Filled	Second Cut-off 9/17 Third Cut-off 10/1
RN/Clinic Manager No applicants	July 9	Until Filled	Second Cut-off 9/17 Third Cut-off 10/1
Transportation Aide (on-call) No applicants	July 28	Until Filled	Third Cut-off 9/8 Fourth Cut-off 9/22
Substance Use Disorder Counselor No applicants	Aug 25	Until Filled	Second Cut-off 9/17 Third Cut-off 10/1
Licensed Vocational Nurse No applicants	Aug 25	Until Filled	Second Cut-off 9/17 Third Cut-off 10/1
Surveillance Agent Five Applicants	Aug 26	Until Filled	Second Cut-off 9/9 Third Cut-off 9/24
Surveillance Technician One Applicant	Aug 27	Until Filled	Second Cut-off 9/21 Third Cut-off 10/5
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)		

Positions Recently Closed

Clinical Applications Coordinator Interviews 9/3/2021

Positions Recently Filled

Executive Assistant - Started 08 30 2021
Coding Specialist - Started 08 16 2021
Transportation Aid (On call) - Started 08 23 2021
Receptionist (Dental) - Starts 09 13 2021

Committees

Parents Education Committee - Selections being made

SIR Employee Census Data

100 Employees Total
40 SIR Tribal Employees = 40 %, 8 Native/Non-SIR Tribal = 8 %, 52 Non-Native = 52 %