



SHERWOOD VALLEY BAND of POMO INDIANS

190 Sherwood Hill Dr., Willits, CA 95490
(707) 459-9690 Fax: (707) 459-0477

Post Date: 3/13/2025

All positions require: (1) Valid CA Driver License and must be insurable through SV provider, (2) provide moving vehicle record (MVR), (3) must pass drug test and (4) submit to a background investigation, (5) include a resume.

Fiscal Officer Salaried: \$75,000 - \$90,000 DOE

Closing Date: Open until filled

- Responsible for the performance and reporting of all financial accounting, financial reporting, budgeting, analysis, and fiscal management activities in accordance w/GAAP
- Responsible for preparing and completion of the annual audit
- Accounting BS Degree
- Familiar with Acufund accounting system
- Familiar with ADP System
- 638 experience preferred / fund accounting experience required
- Regularly report to Tribal Council; meet w/department managers
- Supervisory Skill, excellent communication and presentation skills
- Trained in double-entry accounting procedures
- Drug screening and background investigation required.
- Resume and references required

Community Health Representative (CHR)/Transporter

Full Time (\$17.00-\$20.00 per hour)

Closing Date: March 28, 2025

- Work under the Supervision of the Program Project Director
- High School Diploma required, some college preferred.
- Strong computer skills and typing 40 wpm.
- Assists with scheduling and transporting, home visits.
- Maintain client files and ensures confidentiality of all information.
- Assist with organizing monthly wellness group and or demos.
- Experience working with Indian families including basic knowledge of the local history and culture
- Must possess the ability to interact with fellow employees demonstrating respect, tact, courtesy, objectivity and maturity at all times to develop an effective and cooperative working relationship.
- Ability to transport tribal members without regard to any past interpersonal conflicts.
- Must assume all aspect of patient chauffeur/transporter duties as necessary.
- CHR Certificate required or must be obtained within (9) nine months of hire.
- CPR and First Aid Certificates required or to be obtained with (6) six months.
- Minimum (2) two years-experience in the health field.

CIMC Elder Program Cook

Part Time (\$20.00 per hour)

Closing Date: March 28, 2025

- Experienced Cook and knowledge of basic principle of good nutrition.
- Knowledge of cross contamination and demonstrate good housekeeping and kitchen maintenance.
- Pick up and or food delivery to SV Elders.
- Assist with all aspects of the CIMC Elder Program
- Required to stand for long periods of time.
- Ability to follow instructions and work independently.
- Must obtain food handler certification.
- Valid California Driver License required and must be insurable through SV provider
- Must provide current DMV driving record printout

Human Resources Manager

Full Time (\$25.00 per hour)

Closing Date: March 28, 2025

- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations.
- Investigate employee issues and conflicts and brings them to resolution.
- Ensure the Tribes compliance with local, state and federal regulations.
- Maintain organization charts and employee directory.
- Maintain Human Resources systems and processes
- Manage performance and salary reviews
- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute.
- Effective verbal and written communication skills
- Demonstrated proficiency in the Microsoft Office Suite
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations.

Labor Pool (Temporary or Seasonal)

Closing Date: No closing date

- Full time and part time positions.
- Available for flexible shifts including weekends, after hours and on call.
- Labor Pool positions include: **"IHS Drivers", "Smoke Shop Sales Clerks", "USDA and SVTEP Laborers", "Seasonal Fire Safety Maintenance", "Learning Center Chaperones", "Education Department", and General Clerical workers.**

These positions are designed for specific durations to assist with departmental needs.