

Burns Paiute Tribe

Tobacco Prevention Assistant

Job Title:	Tobacco Prevention Assistant
Department:	Social Services
Reports to:	Tobacco Prevention Coordinator
FLSA Status:	Non-Exempt-Full Time
Opens:	January 8, 2026
Closes:	Open till filled
Salary:	GS 5

POSITION SUMMARY

Tobacco Prevention Assistant is responsible for assistance in planning, implementing and evaluating activities associated with the Tobacco Prevention Plan. Work on and help complete the objectives set for the for the first 6-month plan. Re-evaluate and help develop 2023's Tobacco Prevention plan. Assist within the Prevention Program with coordination and implementation of activities in the community to prevent the use of Alcohol Tobacco and Other Drugs. Assist in other areas of the Social Services and Prevention programs where needed.

Must be adaptable to a flexible work schedule; work evenings or weekends, have experience working with native communities and have quality characteristics that would display a positive role model for our community. Abstinence during employment in this capacity is essential to the overall effectiveness of the program. Outgoing nature, honesty, and willingness to immerse oneself in a tight-knit community are desirable traits.

DUTIES and RESPONSIBILITIES

- Work as a team member with staff, community partners and community to meet program goals.
- Must be a team player working within the Social Services and Prevention Programs to collaborate and offer outreach and prevention opportunities.
- Work with Tobacco Prevention Coordinator and pay particular attention to the requirements of OHA and ensure all requirements are met timely and in the required format from this grant.
- Attend all mandated trainings as requested by the Tribe and State project staff.
- Keep current, and expand knowledge, in the areas of Tobacco and Substance Abuse Prevention and serve as a resource person for the community.
- Help plan and coordinate trainings or classes for the Community.
- Conduct literature/resource reviews to identify possible evidence based programs, policies and practices including Tribal Best Practices.
- Document findings and progress of programs and activities.
- Assist with holding community education meetings and work to engage with Tribal Community in regards to the issues of Tobacco use.
- Collaborate with other tribal and county programs to offer prevention activities.
- Assist Prevention Programs as needed to complete prevention activities.

REQUIRED QUALIFICATIONS AND EDUCATION

- Must have at least a High School Diploma
- Must have valid Driver's License at time of hire.
- two years of relevant experience working with tribal communities
- Must know computer programs; Microsoft Word, Excel, PowerPoint, Publisher & Outlook.
- Ability to work independently analyze and resolve problems.

OTHER DESIRED QUALIFICATIONS

- Experience working with tribal governments or entities
- Ability to work with a diverse group of individuals
- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, stranding, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.) and climbing stairs.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

Return completed Burns Paiute Indian Tribe Application, Cover Letter, and resume, to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov