

Employment Opportunities

Positions open/available to Tribal Member applicants exclusively for 2 weeks from **Posted** date. Outside applicants may apply & will be considered after **Open** date. Complete position descriptions available in Human Resources department. Applicants must be 18 yrs. or older to be eligible for employment. The Seminole Tribe of Florida does not participate in any Visa or employment sponsorship. ** Indicates newly posted position.

DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
HOLLYWOOD			
Board	General Manager: Oversees and directs a group of store managers responsible for hiring and training store employees to operate stores. Ensures stores meet operating and revenue goals. Directs, administers, and coordinates the activities of the store operations toward their primary objectives, based on profit and return on capital, support of policies, sales and financial goals, and other objectives established by the Board of Directors. Directs the preparation of short-term and long-range plans and budgets based on broad corporate sales, marketing and financial goals and growth objectives. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others. Maximizes store sales by directing and assisting Store Managers with merchandising programs, providing information and recapping promotional activities. Manages controllable costs including merchandise/cash variations, salaries, overtime, cash, repair and maintenance. Achieves financial objectives by forecasting requirements, preparing annual budgets, scheduling expenditures, analyzing variances, and initiating corrective action. Ensures vendors meet expectations by evaluation performance and developing partnerships. Ensures compliance with requirements by enforcing adherence to policies and procedures, and governmental regulations; advises management of needed actions. Bachelor's Degree in business, marketing or related field. Master's degree (M. A.) or equivalent preferred; Requires a minimum of three (3) to five (5) years of retail management experience. Must have demonstrated leadership ability, good communication skills, be self-directed, self-motivated and customer service oriented.	1/16/12	1/30/12
Board	Store Manager: Oversees and directs a group of store staff members responsible and have the responsibility for hiring and training store employees to operate stores. Ensures stores meet operating and revenue goals. Directs, administers, and coordinates the activities of the store operations toward their primary objectives, based on profit and return on capital, support of policies, sales and financial goals, and other objectives established by the Board of Directors and General Manager. Develops, manages and assigns tasks to Store employees appropriately to ensure the site is clean, adequately stocked, organized and well-kept based on Company standards. Bachelor's Degree in business, marketing or related field and a minimum of three (3) to five (5) years of retail management experience. Must have demonstrated leadership ability, good communication skills, be self-directed, self-motivated and customer service oriented.	1/16/12	1/30/12
Elder Affairs	Tribal Wide Director: Provides leadership and direction to all Seminole Reservation employees engaged in the Elder Affairs program of the STOF. Develop and oversee the implementation of comprehensive gerontological program for tribal elders. Develops and reviews the annual budget and handles human resources matters including HR/ Payroll Lawson system. Provide education for staff and community on issues facing elders and vulnerable adults, such as: elder abuse, ageism, concepts on aging, intervention strategies for prevention and intervention, Alzheimer's education. Act as a liaison with State and Federal Agencies. Coordinate and collaborate services with tribal departments. Bachelor's degree in Sociology, Social Work or Psychology or other related field plus five (5) to seven (7) years of experience working with the aging population. At least five (5) years experience in a leadership capacity, managing a comprehensive program, staff and research to maximize on each opportunity servicing the STOF program. Proficient computer skills utilizing Microsoft software programs. Excellent organizational and interpersonal skills required; English written and verbal communication skills. Knowledge of Lawson and systems highly preferred.	11/14/11	11/28/11
Executive Administrative Office	Director of Youth Services: Responsible for the Boys & Girls Clubs, the BC Community Center (Youth Center), the Florida Cooperative (4-H), the Youth Mentorship Program and the Immokalee and Ft. Pierce youth ranch services and integrates them with comprehensive programming of the tribal community/ organization. Will provide professional and administrative assistance to management staff and other inter-departmental staff in specified areas as related. Works with the staff, Finance Committee, and the Council/ Board in preparing an annual budget; sees that the Department operates within established annual budget guidelines. Bachelor's degree in Public Administration, Business Administration, and/or five (5) years of experience in management/administration services and programs. Seven (7) to (10) years in a senior leadership capacity. Knowledge of tribal regulations and business commercial laws and regulations is highly desirable. Excellent communication skills. Highly proficient computer skills utilizing Microsoft . Must be able to travel to all STOF Reservations and other locations, both nationally and internationally as necessary. Able to work a flexible work schedule and evenings, weekends and holidays.	11/14/11	11/28/11
Executive Administrative Office	Secretary II: Work performing routine secretarial and administrative functions such as drafting correspondence, organizing and maintaining paper and electronic files, or providing information to callers. High School diploma or GED equivalent. A minimum of two (2) to five (5) years of related experience serving in a secretarial support role. Good computer skills with knowledge and experience in Windows and Microsoft Office (Access, Outlook, PowerPoint). Experience with Excel spreadsheet applications. Excellent verbal and written communication skills. Organizational skills with multi-tasking abilities. Ability to work a flexible work schedule and evenings, weekends and holidays as may be necessary.		Until Filled

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HOLLYWOOD cont'd			
Family Services	Family Preservation Counselor: Family Preservation is a program within the Family Services Department that provides intensive Indian Child Welfare services. Provide services to abused and/or neglected STOF children and their families. Family Preservation provides immediate crisis intervention and stabilization for families with a child or children at imminent risk of harm. Services include crisis intervention, case management, parenting skills training, child development education, assessment of the safety of the children, and counseling for such issues as domestic violence, drug abuse, mental illness, underdeveloped coping skills, relationship problems, and poor communication skills. Interacts with case workers with the goal of providing better services to tribal families. Develops and implements successful intervention techniques. Attends all dependency court hearings involving tribal families. Bachelor's Degree in Social Work, Psychology, Mental Health, or Family Therapy. Minimum of one year of post Bachelor's work exp. in the field of behavioral health, including experience working with multi-diagnosed individuals family systems work, and community-based treatment. Computer literacy in MS programs. Exc English written and verbal skills. Valid FL Driver's License and good driving record. Must be willing to work flexible hours as required by the position.	10/3/11	10/17/11
Gaming	Commission Officer: Work in casino environment for the Seminole Tribal Gaming Commission. Duties and responsibilities involve enforcing regulatory policies to ensure tribal assets are protected. Commission Officers are on 24 hour call and are assigned to work shifts/schedules as needed. HS diploma or GED; knowledge of computers and office equipment is required. Salary is flexible based on prior experience. Must be able to pass background and drug test for Gaming License. Please fax resume to: 954-967-3459.	12/19/11	1/2/12
Gaming	Surveillance Specialists: Monitor access to restricted casino areas. Maintain daily log sheet & complete incident reports to note all unusual customer behavior or procedural errors made by employees. Work with management on surveillance issues. Maintain constant surveillance throughout the casino, watching for irregularities or illegal gaming devices. Ensure integrity of gaming, banking, countroom & cash handling procedures. HS diploma/GED. Proficiency with computers, surveillance cameras & monitors, recording devices & hand held communication devices. Able to maintain visual attention & mental concentration for significant periods of time. Fax resumes to 954-967-3459.	12/19/11	1/2/12
Health	Clinical Applications Coordinator: Responsible for assisting with the implementation of an electronic health record system in addition to an electronic dental records system. Assist Medical Records Administrator in the procurement, implementation, and ongoing training and support of electronic records system. Develop a training program for the electronic records implementation. Work closely with IT to ensure all issues are addressed and resolved. Responsible for budget requests and expenditures related to electronic records. Must have four (4) years' experience in direct patient care or two (2) years' experience in clinical applications support or degree in Medical Informatics. Must have excellent communication skills. Ability to train and teach others. Must be able to work a flexible work schedule, including evenings, weekends and holidays. Must be able to travel to all STOF reservations and other locations as needed.	12/26/11	1/9/12
Health	Endocrinologist: <i>This position is Tribal Wide.</i> Performs a variety of procedures to treat and diagnose endocrine system disorders. Treating diabetes involves monitoring diet and controlling blood sugar, and prescribing medication including insulin. Reproductive Endocrinologists treat menopause, premenstrual symptoms, infertility, and other disorders of the reproductive organs. By observing behaviors of the organs of the endocrine system, endocrinologists can identify factors and treat symptoms of conditions ranging from patients who are obese, patients with a lack of growth hormone, and patients with hypertension (high blood pressure). Must be Board Certified with 10 Yrs. Experience.	11/21/11	12/5/11
Health	Staff Physician: Provides direct medical care to ambulatory patients at Hollywood, Immokalee, Brighton and Big Cypress clinic facilities in accordance with a prescribed schedule. Serves as Medical Consultant to the Health Department's mid-level practitioners, other physicians and staff. Refers patients requiring specialized care to appropriate facilities and/or practitioners. Establishes and/or revises medical clinics policies, procedures and medical protocols in cooperation with Health Administration. Investigates and studies trends in diseases and/or injuries that have an adverse impact on well being of user population to assist the Health Department in establishing priorities and the development of medical programs, services, functions, or activities. In cooperation with the Director of Nursing resolves problems within the clinical setting requiring professional knowledge and administrative authority. Instructs mid-level practitioners and allied health personnel in appropriate and accepted medical practice in consultation with the Medical Director. Provides staff development activities for clinical personnel and other training sessions for allied programs or the Health Department, as requested. Florida State physician license, MD, or DO. Board eligible or board certified in Internal Medicine or Family Practice. Valid Florida State Drivers License.	10/24/11	11/7/11
Hotmeals	Cook's Assistant: Assist the Cook in preparing meals for the elderly. Assist in transporting meals where and when necessary. In the absence of the Cook, responsible for overseeing the food preparation in a timely manner. Assist with the daily cleaning of the surrounding areas and utensils and ensure that they are kept clean at all times. ensure that unused food is removed from refrigerator when necessary and that refrigerator is kept clean. high school diploma/GED. Food handlers permit or ability to obtain one.	10/31/11	11/14/11

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HOLLYWOOD cont'd			
Housing	Loan Manager: Performs professional duties in fostering a responsive counseling and homeownership program for the STOF Housing Department. Counsels tribal members in financial matters and originates and sells mortgage and home equity loans through various direct and loan guarantee programs. Counsels and reviews home loan tribal member housing applications to ensure applicants meet necessary lending criteria based upon various products offered by the Housing Department and partners. Provides proactive housing financial counseling to Tribal Members and assists with mortgage loan applications. Consults with individual Tribal Members to address their financial needs. Provides guidance to Tribal Members in selecting lending or other financial institutions. Processes and maintains home loan application files and records. Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration or Public Administration or closely related field preferred, and experience equivalent to three (3) years in counseling in housing finance matters, housing programs, banking, real estate development and processing and closing housing mortgage loans. Knowledge of Fannie Mae, Freddie Mac, CDFI & HUD/VA loan guidelines. Equivalent combinations of education & experience. Ability to work flexible work schedules and evenings, weekends and holidays. Ability to travel to all STOF Reservations and other locations.	1/16/12	1/30/12
Information Technology	Database Analyst (DBA): As part of the Application Engineering team, this position will be required to design, develop, implement, refine complex SQL Server 2005/2008 databases and complex SQL Server Integration Services Packages and associated business process. S/he will be an individual that can serve multiple roles, understand business requirements, and convert them into systems designs. The ability to understand business processes and the way that those processes impact systems is as important as systems knowledge. BS/MS in Computer Science or related field or equivalent education and experience. 1-3 years' experience programming/DBA SQL on MS SQL Server 2005/2008. In-depth knowledge of SQL Server 2005/2008, TSQL. Microsoft SQL Server Administration. Microsoft SQL Server Reporting Services. Strong analytical capability and logical thought process to solve problems in a team oriented, collaborative environment. Flexibility to adapt to changing priorities with demonstrated ability to meet deadlines. Ability to work both independently and in a team. Effective verbal and written communication skills with technical and non-technical audiences, with a commitment to consistency.	1/23/12	2/6/12
Information Technology	Technical Project Manager: As part of the Public Safety Information Technology team, this position will create and maintain an information technology project plan that communicates tasks, milestone dates, status, budget and resource allocation. Utilizes software life-cycle methodology. Coordinate delivery of development (beta) and production releases that meet quality assurance standards. Assist technical team in design and development tasks. Assist test team in creating test plans and testing efforts. Working knowledge of system administration in a mid-range environment with the following systems: Windows 2000/2003 Server, Active Directory, Microsoft Exchange Server 2003/2007, WSUS, IIS, VMWare Infrastructure 3, SAN/Fiber channel concepts, and implementation experience, Cisco IOS, Catalyst Software, and MDS, ComVault 6.1, and Comvault Exchange Data Migrator, Comvault Exchange Archiver, Network Services – DHCP, DNS, WINS, and TCP/IP, McAfee Antivirus enterprise, and E-Policy Orchestrator. Bachelor's Degree in related field. Five (5) to Seven (7) yrs. of exp. as a Technical Project Mgr. and/or Systems Admin., PMP certification preferred. Understanding in the areas of application programming, database and system design. Understands Internet, Intranet, Extranet and client/server architectures. Proficient in Microsoft Office suite (MS Word, MS Excel, MS Project, MS Power Point & MS Visio). Previous Public Safety Information Technology experience required.	1/23/12	2/6/12
Public Works	Administrative Assistant: Responsible key professional and administrative position managing the operations of the Office. Work involves managing the day to day operations in a wide range of administrative assignments. Position incumbent assists the Director to ensure operational and administrative continuity and coordination among the divisions within the department. Assignments are received from the form of broad instructions or general program objectives. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. A Bachelor's degree from an accredited college or university and three (3) to five (5) years of professional related experience in business or government. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education. Public Works background is required. Excellent computer skills utilizing Microsoft software programs such as excel, word and power point. Must be able to multi-task and have excellent English written and oral communicating skills. Valid Florida Driver's License.	12/19/11	1/2/12
Public Works	Distribution/Collection Operator: Participates in the installation, repair, and maintenance of underground utilities, i.e. water distribution system, sewer collection system, and storm drainage systems. Operates vehicles, hand tools, power tools, and occasionally heavy equipment. Participates in providing maintenance and repairs of city buildings and facilities; surface maintenance of streets, sidewalks, signage, etc. Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of public works facilities. Skill in the use of various hand tools. Mechanical aptitude suitable to understanding operation of public works systems. Ability to fluently speak, read and write the English language. High School graduate or GED equivalent. Possess and maintain a valid FL Drivers License, without restrictions. Possess and maintain a valid FL Class B Commercial Driver's License.	12/12/11	12/26/11

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HOLLYWOOD cont'd			
Purchasing	Contracts Specialist: Responsible for the coordination and review of all contracts as they flow between the Purchasing, Legal and user Departments of the Seminole Tribe of Florida. Assist End User Departments with, and author and distribute, complex RFP's and RFQ's. Provide assistance in evaluating vendor RFP and RFQ responses. Monitors performance of various vendors, contractors and consultants to ensure compliance and anticipate and plan for future appropriate actions. Reviews, approves and monitors the processing of vendor pay requests to confirm compliance against contract terms and conditions. Assists departments with resolution of contract disputes including answering questions and/or directly intervening on behalf of the department with the appropriate parties. Researches, investigates, initiates and coordinates the assertions and defenses of contract claims with users, contractors, vendors, consultants and legal counsel. AA Degree in related field required, as well as three (3) to five (5) years of contract management exp or an equivalent combination of education and or work exp. MS Office. Lawson exp. highly preferred. Able to work a flexible sched, including eve, w/e and hol. Able to travel to all STOF Reservations and other locations. A valid Florida Driver's license is required.	11/21/11	12/5/11
Recreation	Tribal Wide Director: Administer recreational programs for the STOF. Effort includes the planning, organizing, directing, coordinating, controlling and budgeting of recreation activities and programs in the Seminole Tribe of Florida. Plans and develops a broad recreation program of activities and services for children, youths, adults and senior citizens. Coordinates recreational programs with all reservation facilities and other STOF Departments. Supervises, directs and evaluates assigned recreation staff, handles employee concerns and problems, counsels and disciplines staff when needed and recruits and trains staff as required. Coordinates the development of the recreation budgets and monitors expenditures to be within the approved budgets. Investigates complaints regarding recreational activities. Bachelor 's degree in recreation, parks management, public administration or a related field; or any equivalent combination of education and experience, with at least seven (7) to ten (10) years of progressively responsible experience managing a variety of recreation programs. Understanding of the recreation needs and interests of the STOF community and the ability to meet such needs with innovative programs and services that promotes participation in healthy and enjoyable recreation experiences. Excellent organizational and interpersonal skills, including, English written and verbal communication skills. Previous exposure to project-related activities through active participation in system-related projects. Must be able to travel to all STOF Reservations and have a valid Florida Driver's License. Able to work a flexible work schedule and evenings, weekends and holidays.	11/14/11	11/28/11
Seminole Media Productions	Multimedia Journalist: Responsible for collecting and analyzing information about newsworthy STOF events and news as well as researches innovative story ideas for all reservations for the Broadcasting department. The position may also involve some multi-platform reporting in assisting with electronic news gathering and producing packages for the Seminole Channel and Seminole Channel show. This position requires travel to the respective reservations for coverage of the news and events and requires extensive travel outside of the STOF reservations. Must know how to organize material, write scripts, determine story angles and produces programming. BA degree in broadcasting, journalism, media or related field. Min 3 – 5 years experience in reporting or writing for the broadcast media. Ability to write scripts for documentaries and corporate type videos utilizing NPPA style of storytelling. Exc English written and verbal communication skills. Strong organizational, problem solving and interpersonal skills. Able to manage diverse workloads, multiple tasks and projects. Excellent computer skills utilizing Windows/ MS Office; experience with Final Cut Pro. Ability to carry a pager and/or a cell-phone as well as be on call on a 24/7-hour basis. Able to work evenings, weekends, holidays as well as work a flexible schedule. Able to travel to all STOF Reservations and other locations as necessary. Must have a valid Florida driver's license.		Until Filled
Seminole Media Productions	Senior Manager of Business Marketing: Responsible in directing the operation of the Business Marketing Division of Seminole Media Productions for the STOF. The incumbent's top priority is the marketing of one or more of the SMP products. This involves development of the marketing strategy as well as planning and managing all activities related to advertising and promotion. Awareness of relevant market conditions and trends and crafting the STOF's response to them is also an important role for the Senior Business Marketing Manager. Develops revenue generating initiatives. Identifies target markets and develops strategies to communicate with them; solicits business and writes proposals. Monitors and analyzes market trends. Studies competitors' products and services. Explores ways of improving existing products and services and increasing profitability. Bachelor's degree in Marketing, Media, Business or a related field; or any equivalent combination of education and experience, with at least seven (7) years experience in the media, marketing or business field. Superb project management skills; specifically the ability to execute the project from conception to deliverable. Previous exposure to project-related activities through active participation in system-related projects. Must have a valid Florida Driver's License.	01/23/12	2/6/12
Seminole Media Productions	Special Projects Coordinator: Advanced professional work with responsibilities in researching, evaluating and overseeing special projects for the Seminole Tribe of Florida related to film, video and television production. Responsibilities also include the securing of intellectual property and licensing rights, reviewing of contracts and agreements and the development and implementation of revenue generating video projects. Oversees and implements production of internal and departmental video projects using Seminole Broadcasting production facilities and staff. Writes treatments and/or scripts for special video projects as required. Develops budgets for special video projects as required. Bachelor's degree from an accredited college or university with major course work in broadcasting, video production or media, or an Associates degree plus four (4) years of related work experience or an equivalent combination of experience and education. At least five (5) years experience in the motion picture or television industry. Extensive knowledge of current production techniques including but not limited to scriptwriting, editing, producing and budgets. Excellent organizational and interpersonal skills including English written and verbal communication skills.	12/05/11	12/19/11

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HOLLYWOOD cont'd			
Seminole Media Productions	Videographer: This position requires travel to the respective reservations for coverage of news and/or events. Also responsible for proper set-up, installation, operation and maintenance of cameras and audio equipment, as well as assistance with DIRECTV related activities as needed. Also assists with receptionist and clerical office duties. High school graduate or GED equivalent, supplemented by a technical or vocational school preferred. One (1) year experience in video production desirable but are willing to train. English communication skills both orally and in writing. Able to lift up to 25lbs. Valid Florida Driver's License required. Ability to work evenings, weekends and holidays and work a flexible work schedule.		Until Filled
Trading Post	Cashier (Part-Time): Receives cash from customers or employees in payment for goods or services. Computes or recomputes bill, itemized lists, and tickets showing amount due. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. Quotes price and describes features of items for which money is received. Gives cash refunds or issues credit memorandums to customers for returned merchandise. Operates cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax, and rebates on monitor screen. High school diploma or G.E.D. preferred. Previous cashier experience preferred.	1/23/12	2/6/12
**Transportation	Transportation Coordinator: This position is responsible for coordinating the tribal road maintenance operations for about 200 miles paved and unpaved roads on various reservations and tribal lands of the Seminole Tribe of Florida (STOF). This work is funded by the tribe and the Bureau of Indian Affairs (BIA), a federal agency. The incumbent is responsible for: oversight of asset management contracts for routine and periodic road maintenance with tribal and/or private contractors; condition rating of roads; initiating, researching, evaluating, coordinating and resolving transportation maintenance and safety issues; and assisting with selected project duties on roadway design and construction projects. Associate degree from an accredited college, preferably in a technical subject, supplemented by five (5) years experience in road maintenance with a state, county, municipal or tribal agency. Relevant specialized training and industry-recognized certifications may substitute for years of service. Bachelor's degree in architecture or an engineering discipline from an accredited college and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.	1/30/12	2/13/12
Tribal Court	Associate Judge: The Associate Judge will preside over all matters brought before the Seminole Trial Court. The Associate Judge will be responsible for efficiently resolving all matters brought before the Seminole Trial Court in a fair and unbiased manner. The Associate Judge shall be appointed by the Chairman of the Tribal Council. The Associate Judge will represent the Seminole Court in a manner consistent with the ethical standards and moral obligations required of all employees of the Seminole Court and the Seminole Tribe of Florida. Must be a member of the Seminole Tribe of Florida, not less than 35 years of age nor older than 70 years of age. Must not have a felony conviction. Must not have a conviction of a misdemeanor within the past year. May not hold any other tribal office or position. Excellent organizational and interpersonal skills including written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins.	1/23/12	2/6/12
Tribal Court	Associate Justice: The Associate Justice will preside over all matters brought before the Seminole Appellate Court. The Associate Justice will be responsible for efficiently resolving all matters brought before the Seminole Trial Court in a fair and unbiased manner. The Associate Justice shall be appointed by the Chairman of the Tribal Council. The Associate Justice will represent the Seminole Court in a manner consistent with the ethical standards and moral obligations required of all employees of the Seminole Court and the Seminole Tribe of Florida. Must be a member of the Seminole Tribe of Florida, not less than 35 years of age nor older than 70 years of age. Must not have a felony conviction. Must not have a conviction of a misdemeanor within the past year. May not hold any other tribal office or position. Excellent organizational and interpersonal skills including written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins.	1/23/12	2/6/12
Tribal Court	Chief Judge: The Chief Judge administers justice and discharges duties imposed by the law. The Chief Judge shall be responsible for the supervision of all the Trial Court judges, including case management and the timeliness of decisions of tribal judges. Hears and decides judicial matters and enters judgments and orders. The Chief Judge shall serve under the rules of judicial ethics as enforced by the Judicial Committee. The Chief Judge shall be appointed by the Tribal Council through the recommendation of the Judicial Commission. Excellent organizational and interpersonal skills, including written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins. Must be a member of the Seminole Tribe of Florida, not less than 35 years of age nor older than 70 years of age. Must not have a felony conviction. Must not have a conviction of a misdemeanor within the past year. May not hold any other tribal office or position.	1/23/12	2/6/12

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HOLLYWOOD cont'd			
Tribal Court	Chief Justice: The Chief Justice is the head of the judicial branch of the Seminole Tribe of Florida government. The Chief Justice shall be the overall administrator of the Seminole Court and will be responsible for the supervision of all the judicial officers. Chairs meetings and acts as the liaison between the judges, the Judicial Commission, and the Tribal Council. Presides over all appellate hearings and assigns the writing of the Court's opinions to either him or herself or one of the other Justices. The Justice shall serve under the rules of judicial ethics as enforced by the Judicial Commission. The Chief Justice shall be appointed by the Tribal Council through the recommendation of the Judicial Commission. Must be a member of the Seminole Tribe of Florida, not less than 35 years of age nor older than 70 years of age. Must not have a felony conviction. Must not have a conviction of a misdemeanor within the past year. May not hold any other tribal office or position. Excellent organizational and interpersonal skills including written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins.	1/23/12	2/6/12
Tribal Court	Clerk of Court: Bachelor's Degree or higher in Criminal Justice, Business, Public Administration or other related area of study. Certification as a Court Clerk or Juris Doctor Degree from an accredited law school with prior study in Indian Law preferred. Three (3) years of experience in a court or legal setting with experience utilizing case management software, accounting and/or bookkeeping procedures, with exposure to complex litigation matters and experience supervising other employees. Thorough understanding of the operation of a clerk's office, demonstrated knowledge of legal procedures, ability to perform legal analysis. Outstanding interpersonal skills. Must be proficient in Microsoft software packages and add-ins. Knowledge of court case management software preferred. Attention to detail, strong organizational and time management capabilities. Must possess a valid Florida Driver's license. Able to travel to all STOF Reservations and other locations.	1/23/12	2/6/12
Tribal Court	Tribal Clerk Court: Associate's degree desirable or two (2) to three (3) years in a capacity performing high level administrative work; or any equivalent combination of relevant training and experience.. Experience in a court or legal setting with experience utilizing court management software desired. Thorough understanding of the operation of a court clerk's office, demonstrated knowledge of legal procedures, ability to take minutes of meetings, transcribe and compile meeting agendas. Outstanding interpersonal skills. Must be proficient in Microsoft software packages and add-ins. Attention to detail, strong organizational and time management capabilities. Must possess a valid Florida Driver's license. Able to travel to all STOF Reservations and other locations. Must be able to travel to all STOF Reservations and work flexible hours including evenings, weekends and holidays. A member of the Seminole Tribe of Florida and be able to communicate in either the Miccosukee or Muscogee (Creek) Indian language is strongly preferred.	1/23/12	2/6/12
BIG CYPRESS			
Administrative Services	Electrician/Generator Technician: Responsible for installing and maintaining power generators and related electrical equipment. Performs preventative maintenance on uninterrupted power supply systems and generators. Removes, relocates, repairs, installs and tests electrical equipment to maintain electrical power, detect shorts and defective connections. Ensures uninterrupted power to commercial facilities, residential homes, equipment and systems. Repairs and maintains remote standby generator systems and prime power generators to maintain and provide a reliable communications system and electric power to STOF Reservations. Requires a High School Diploma or equivalent GED. Three (3) to five (5) years of journey level experience in the repair and maintenance of generator equipment and/or uninterrupted power supply systems. Education or technical training in a field related to power generating plants and related electrical equipment through a recognized technical school or equivalent. College or university may substitute for up to one (1) year of the required experience. Must possess a valid Florida Driver's License and be able to travel to all STOF Reservations and facilities. Able to work a flexible work schedule including evenings, weekends, and holidays.	12/12/11	12/26/11
Ahfachkee School	Custodian: Sweeps, mops and scrubs floors; waxes and polishes floors and furniture; dusts furniture; cleans laboratories and replaces laboratory supplies; disposes of waste paper and washes windows. Vacuums carpet/upholstery, furniture where necessary; spot clean/shampoo carpets, dusts and cleans blinds. Washes windows and walls of offices and throughout the building facility Maintains bathroom facilities in a clean and sanitary condition at all times. Restores supplies as needed ensuring that supplies are available at all times. Includes toilet paper, soap dispensers, paper towels, air fresheners and necessary cleaning supplies. Moves furniture and equipment as required; delivers supplies and runs errands. Assists all building tenants with meeting set-up preparation including: refreshments, coffee, flatware and other as required. High School diploma or equivalent GED preferred. Knowledge of custodial/janitorial service practices and equipment. Must be able to follow basic English oral and written instructions. Ability to lift/ carry, push and pull up to 25 lbs. and stand, walk, climb, crouch, kneel, or bend for long periods. Ability to work a flexible work schedule including evenings, weekends and holidays, especially before and after scheduled activities and events.	11/7/11	11/21/11
Ahfachkee School	English Teacher: Preparing educational plans for each group of students based on individually assessed needs in accordance with Ahfachkee School's philosophy, goals and objectives. Providing varied instructional techniques and media through individual and/or group sessions designed to meet the educational, social and emotional needs of the students. Providing for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning. Working to establish and maintain open lines of communication with students and their parents concerning the broad academic and behavioral progress of all assigned students. BS/BA or higher in Education with FL certification for English with Reading Endorsement. Must possess a valid Florida Driver's License.	10/3/11	10/17/11

Employment Opportunities

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BIG CYPRESS cont'd			
**Ah-Tah-Thi-Ki Museum	Collections Officer: Responsible for planning, developing, coordinating and managing all aspects of collections management for the Ah-Tah-Thi-Ki Museum, including the registration, conservation, and oral history programs for the Museum. Supervises and directs registration, oral history, and conservation staff. Develops and maintains standard operating procedures for the Collections Office. Creates and tracks all budgetary requirements for the Collections Office. Coordinates and participates in yearly strategic planning process for Museum. Gives presentations on the activities. Conducts legal and copyright research into artifacts owned by the Museum. Bachelor's degree required. Master's degree preferred in history, anthropology, or related field. Also preferred is certification or courses taken in museum management. Must have three (3) to five (5) years of management experience in a museum setting. Strong communication skills and ability to maintain effective working relationships. Ability to travel when necessary.	1/30/12	2/13/12
Ah-Tah-Thi-Ki Museum	Part-Time Village Crafters: Greet and provide park information to visitors as appropriate. Maintain an educational exhibit performing Seminole handcraft in public view within the chickee hut village area of the park. Order supplies, equipment, repairs and services through appropriate channels. Interact with guests offering information about subject handcraft Seminole culture and history in FL. Aid with any necessary accommodations for groups, special functions and special needs guests as needed and able. Valid FL Driver's License with reliable transportation. Able to work from written and oral instructions. Must be team oriented, and capable of multi-tasking. Advance knowledge of Seminole handcraft. In depth knowledge and awareness of Seminole culture. Must be willing to work flexible work schedules.		Until Filled
Ah-Tah-Thi-Ki Museum / Tribal Historic Preservation Office	Executive Director: Be the primary representative and spokesperson for the Ah-Tah-Thi-Ki Museum, the Tribal Historic Preservation Office of the STOF. Includes all aspects of public relations, American-Indian related organizational boards and meetings, media outlets, schools and other tribal community partners. Develop and execute strategic initiatives and plans. Establish and implement organizational goals, objectives, strategic plans, policies and operating procedures. Design, establish and maintain an organizational structure and staffing to effectively accomplish the STOF organizational goals and objectives. Serve as a cultural liaison for the STOF to outside associations including but not limited to chambers of commerce, educational institutions, cultural outlets and tourism related organizations. Bachelor 's degree in History, Anthropology or related field; a minimum of seven (7) to ten (10) years of experience in museum work or related environment with senior leadership management responsibilities. Excellent organizational and interpersonal skills including English written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins. Knowledge of Seminole history and culture highly preferred. Must be able to travel and work flex sched incl. evening, weekends and holidays.	11/28/11	12/12/11
Billie Swamp Safari	Front Line Crew: Various positions available including Maintenance Staff, Groundskeeper, and Tour Guide. Duties may include greet and provide park information to visitors as appropriate. Verify passenger count and collect tickets. Secure vehicles and equipment as necessary. Perform detailed inspection of vehicles. Request repair or replacement of equipment and accessories through appropriate channels. High school diploma or GED equivalent. Valid Florida driver's license with reliable transportation. Work flexible hours. Must be able to lift a minimum of 50lbs, as position can call for heavy lifting. Self-motivated, willing to learn position cross training. Good communication and organizational skills. General knowledge of Florida plants and animals.		Until Filled
Family Services	Counselor: This is advanced professional work involving in depth individual, group, or family counseling with a culturally diverse population including working with such issues as co-occurring disorders, psychiatric disorders, domestic violence, sexual abuse, child abuse, elder abuse, alcohol abuse and/or drug abuse. Work involves the culturally sensitive application of a variety of advanced mental health service delivery skills. Work may encompass the use of group methodologies and skill training within established policies and procedures. Provide case management services. Attend and participate in meetings inclusive of, but not limited to: treatment team, schedule meetings, Site staff meetings and monthly supervision. Master's Degree in Social Work, Psych, Mental Health, or Family Therapy including a min of one year exp. working with co-occurring disorders, family systems, and community-based treatment is preferred. Florida State licensure as LMHC, LMFT, or LCSW is preferred. Ability to exemplify the highest level of professional standards/ethics and demonstrate appropriate and culturally sensitive service delivery and community based treatment. Computer literacy in MS programs. Exc. English written and verbal skills. Valid FL Driver's License and good driving record. Must be willing to work flexible hours as required by the position.	10/24/11	11/7/11
Health	Health Educator: Demonstrates ability to follow all aspects of C.A.R.E., i.e. Courtesy, Attitude, Respect, and Enthusiasm. Identifies health education needs, concerns and resources through appropriate assessment methods. Plans and implements health education disease prevention and appropriate screenings in response to identified needs of community and employee body. Coordinates health education programs with other State, Federal and local programs via Program Manager. Assists in health career development and promotion, assists and serves as a resource for other Tribal education/prevention promotions. Develops, updates and maintains the Health Education Policy & Procedure manual. BA or BS degree in Health Education, Community or Public Health, Biologic Sciences, Nutrition (license eligible), Education, PR, behavioral Science or Communications with one (1) year of professional experience in providing health education services. MS. Degree in one of the above can substitute for required professional experience or three (3) years of experience in Health & Health Education, working on appropriate credentials (to be completed within 24 months of employment). Supervisory or management experience preferred. Valid FL Driver's in good standing. Must be willing to work flex. works schedules including evenings, weekends and holidays.	12/26/11	1/9/12

Employment Opportunities

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BIG CYPRESS cont'd			
Health	Medical Records File Clerk: Reviews, analyzes, and codes diagnostic and procedural information that determines Medicare, Medicaid and private insurance payments. The primary function of this position is to perform ICD-9-CM, CPT and HCPCS coding for reimbursement. Assigns and sequences ICD-9-CM/CPT/HCPCS codes to diagnoses and procedures for documented information. Assures the final diagnoses and operative procedures as stated by the physician are valid and complete. Abstracts all necessary information from health records. Performs a comprehensive review for the record to assure the presence of all component parts such as: patient and record identification, signatures and dates where required, and other necessary data in the presence of all reports which appear to be indicated by the nature of the treatment rendered. Evaluates the record for documentation consistency and adequacy. Completion of high school, or equivalent. Two years of coding experience using ICD-9-CM or equivalency. CCS, CCS-P or CPC certification is required.	12/19/11	1/2/12
Health	Nutritionist: Provide nutrition and diet counseling as needed and/or as part of health and wellness programs to groups and individuals in the health clinic, schools, homes and community settings on the reservation. Keeps appropriate medical records of all patient contact. Designs, prepares, and selects culturally appropriate exhibits, posters, & literature for dissemination through various media. Develops lesson plans and conducts nutrition education classes for schools, Hotmeals, Diabetic Day programs and others. Provides technical assistance on nutrition, menus and food service to group care facilities. Facilitates in-service training to Health Dept. staff. BS/BA degree in related field. Registered Dietician required. Familiar with Public Health concepts. Proficient in Diabetes management. Knowledge of medical terminology. FL Driver's license.	1/23/12	2/6/12
Health	Translator: Individual in this position will use their knowledge of the Seminole Miccosukee culture and Creek language to relay verbal messages between the STOF tribal community members who do not speak English and the staff servicing the STOF. Provides simultaneous interpretations of conversations between Department personnel and tribal members. As a translator will translate texts with precision, clarity and utility contributing to the welfare of the STOF tribal community. Proficiency in English and Creek/ Miccosukee. A high school diploma or its equivalent GED and one year experience in translation and interpretation of English and Miccosukee / Creek native languages.		Until Filled
**Hotmeals	Site Manager: Supervise on site Hotmeals Program. Supervise activities of cooks, janitors, & volunteer staff members. Attends community meetings to receive community input and inform the community of upcoming hot meal program initiatives and services. Demonstrates a high degree of confidentiality and discretion. Maintain records, monthly progress reports, telephone logs, mileage sheets & weekly reports. Liaison with other program staff members. Maintain accurate food inventory, prepare food order every month & shop weekly. Keep track of receipts & petty cash, Requires a High School diploma or equivalent GED, with at least 2-5 years of experience in the field or in a similar area. Associate's degree preferred but not required. Familiar with the Hot Meals program or related programs concepts, practices and procedures. Ability to plan, organize and coordinate work assignments and to communicate effectively. Must be able to travel to all STOF Reservations and work a flexible work schedule including evenings, weekends and holidays	1/30/12	2/13/12
Public Works	Distribution/Collection Operator: Participates in the installation, repair, and maintenance of underground utilities, i.e. water distribution system, sewer collection system, and storm drainage systems. Operates vehicles, hand tools, power tools, and occasionally heavy equipment. Participates in providing maintenance and repairs of city buildings and facilities; surface maintenance of streets, sidewalks, signage, etc. Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of public works facilities. Skill in the use of various hand tools. Mechanical aptitude suitable to understanding operation of public works systems. Ability to fluently speak, read and write the English language. High School graduate or GED equivalent. Possess and maintain a valid FL Drivers License, without restrictions. Possess and maintain a valid FL Class B Commercial Driver's License.	12/12/11	12/26/11
Public Works	Transfer Station Operator: Assist the Solid Waste Supervisor in all phases of transfer station operations as directed. Prepare daily transfer station operation logs and reports. Maintain the solid waste transfer station complex in a safe, secure continually operation mode. Must have a CDL State of Florida DL for hauling, and reliable transportation. Ability to operate heavy equipment as backhoe and trac hoe beneficial. HS Diploma or GED equivalent. Must be able to make semi-technical maintenance repairs at the transfer station. Must be familiar with solid waste management system (transfer station operations) and after market specifications for recycled materials. Must be able to attend and obtain 40-hr HAZ-MAT Health and Safety program. Ability to be on call for emergencies, 24 hours, 7 days a week.	12/12/11	12/26/11
Public Works	Waste Water Treatment Plant Operator: Operate waste water plant equipment & machinery that includes turbine pumps, high service pumps, aerators, chlorinators, booster pumps & auxiliary engines. Conduct & records gauge & meter readings & maintain records on specific operations. Collect water samples for lab & bacteriological analysis. Working knowledge of water plant facilities & applicable rules & regulations. Able to collect, organize & evaluate data & develop logical conclusions. Able to utilize problem-solving techniques. HS dip/GED. Possession of a valid State of FL Water Plant Op. "B" Certificate of License highly prefd. or possession of a valid State of FL Water Plant Op. "C" Certificate of License at time of hire & eligible to obtain within 1 year of appointment the educational requirements for the certificate of license & obtain a valid State of FL Water Plant Op. "B" Certificate of License. Valid FL Driver's License reqd. Min. 1-3 years of exp. English written & oral communication skills. Able to travel to all STOF Reservations & other locations as necessary. Able to work a flex work schedule incl. evngs, w/ends, & holidays.	1/23/12	2/6/12

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BIG CYPRESS cont'd			
R/V Campground	Maintenance Staff (Temporary Position): This is a Temporary position for about 4-5 months. Maintain grounds & facilities for department. Minor building repairs such as: shelving, light bulbs, plumbing, windows, doors. Mow lawns & keep grounds clean. Trash pick up, meeting preparations, office setup. Able to work around children. Able to lift 50+ lbs. HS dip/GED. Valid FL driver's lic. General knowledge of maintenance & repairs.	1/23/12	2/6/12
Seminole Media Productions	Broadcast Editor: Advanced technical/professional position involving the non-linear editing of special projects for the Seminole Broadcasting Department. The incumbent in this position exercises a large degree of independent judgment and is required to maintain a high degree of technical knowledge relating to non-linear editing and provide creativity in order to achieve consistent production quality. Edits videotapes to insert music, dialogue, voiceovers and sound effects, to arrange films into sequences and to correct errors, using non-linear editing equipment. Bachelors Degree in either broadcasting, video production, media or related field. Minimum of one (1) year experience working on Pinnacle non-linear systems. Advanced knowledge of graphic software packages. Advanced knowledge of DVD authoring. Ability to troubleshoot Pinnacle non-linear systems. Excellent English written and oral communication skills. Strong organizational, problem solving and interpersonal skills. Ability to manage a diverse workload, multiple tasks and projects. Ability to work nights and weekends.	11/21/11	12/5/11
Seminole Media Productions	Marquee Sign Operator/Duplicator: Entry level technical/professional work involving the operating and programming for the Big Cypress reservation LED marquee sign using Final Cut Pro software. Prepares programming with graphics, animation, etc. for sign. Responsible for training employees for LED marquee sign. Duplicates video programs for the Big Cypress library. Organizes and maintains a video library pertaining to the Big Cypress programming for the Seminole Channel. Acts as back up video editor for the Big Cypress reservation and edits programming for the Seminole Channel as needed. Researches and recommends new software for LED marquee sign. Graduate of college or university with a degree in broadcasting, video production, media, journalism or related field. Minimum one year experience on the Final Cut Pro non-linear editing system and AD Systems Message Suite software. Advance knowledge of graphic software packages such as Photo Shop, After Effects, animation and related software. Advanced knowledge of DVD authoring. Ability to troubleshoot Final Cut Pro non-linear editing system and Message Suite software. Ability to work evenings, weekends and holidays and work a flexible work schedule.		Until Filled
Swamp Water Café	Front Line Crew: Various positions available including Cook, Dining Room Staff, Dishwasher and Food Prep. Must have experience in selected position. Restaurant experience is preferred. High school diploma or GED equivalent. Valid Florida driver's license with reliable transportation. Work flexible hours. Must be able to lift a minimum of 50lbs, as position can call for heavy lifting. Self-motivated, willing to learn position cross training. Good communication and organizational skills.		Until Filled
Tribal Historic Preservation Office	Field Technicians: Performs systematic investigation of possible archeological sites using accurate mapping techniques and established field recording methods. Interprets data using topographic maps and aerial photographs. Establishes site boundaries by accepted archaeological methodology and includes shovel testing at prescribed intervals, generally to a depth of a meter and passing the excavated soil through hardware cloth screens made for the purpose. Will assist in the identification, recording and mapping of archaeological sites. Will participate in field analysis of cultural and historical fact-finding projects. Ability to collect field data and accurately record findings. Knowledge or general excavation techniques, tools and equipment. Ability to read and interpret topographic maps and aerial photographs. Knowledge of archeological field and/or laboratory procedures and techniques. Bachelor's degree or Master's degree in Anthropology/History or related field. Previous related work experience suggested. Excellent communications skills. Ability to work a flexible sched including weekends and holidays.	12/26/11	1/9/12
Wildlife	Maintenance Staff: Responsible for providing quality maintenance related services to the BC Wildlife Program of the Seminole Tribe of Florida. Performs general repairs; assist others in more specialized projects; determines when a project requires more expertise. Enter work orders into appropriate logging system. Prioritize work requests based on urgency of need and specific circumstances. Must have t wo years of progressive experience providing maintenance services and assistance. Able to lift 50+ lbs. HS dip/GED. Valid FL driver's lic.	10/31/11	11/14/11
BRIGHTON			
Buildings and Grounds	Maintenance Staff: Maintain grounds & facilities for department. Minor building repairs such as: shelving, light bulbs, plumbing, windows, doors. Mow lawns & keep grounds clean. Trash pick up, meeting preparations, office setup. Able to work around children. Able to lift 50+ lbs. HS dip/GED. Valid FL driver's lic. General knowledge of maintenance & repairs.	10/17/11	10/31/11
Education	Education Advisor: Advise students K-12. Maintain, resolve & improve relationship at public and private schools. Input/supervise all data relating to students, & confidential information into computers. Home visits with parents/guardians when necessary. Serve as Tribal liaison with schools, public or private, that have Seminole students in attendance. Work with Family Services to monitor school absences, tardiness & update personal history of clients. Bachelor's degree in Education. Florida Teaching cert. Min. five (5) years working with students in public school setting. Able to work flexible hours. Knowledge of K-12 curriculum requirements. Must have basic Windows computer skills (MS Word, Access, Excel, Outlook).	12/19/11	1/2/12

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BRIGHTON Cont'd			
Health	Fitness Specialist II: High school graduate or GED equivalent. Minimum of two (2) years experience providing individual & group exercise instruction. Must have experience in teaching and training for Dance and Cheerleading. Verifiable references required. Must have a nationally recognized fitness trainer certification. CPR & First Aid certified is preferred. Must have a valid Florida Drivers License. Must be able to work a flexible work schedule including evenings and weekends.	11/28/11	12/12/11
Land Use	Equipment Operator: Operates a variety of heavy equipment such as crawler tractors, front wheel loaders, excavators, wheel tractors with disk and harrow, gasoline or diesel powered equipment. Duties include driving and operating equipment over the road and off the road in the performance of assigned tasks. Some routine vehicle maintenance including pre-operation checks, routine preventive maintenance and minor field repair or adjustment of equipment is required. Incumbents work independently. Operates gasoline and diesel powered equipment with wheel or crawler type traction, such as dozers, loaders and tractors with attachments. Carefully picks up debris, silt, rocks, sand and/ or vegetation deposited along everglades, roadsides or in canal banks and loads into trucks, or dump trucks or as required. Graduation from high school or equivalent preferred. One (1) year of full time experience in the operation of heavy construction equipment such as front-end loaders, dozers, bobcats, back-hoes, tractors and other heavy equipment in a safe and proper manner. Must have survey experience and lay culverts. Ability to lift and carry up to 50 lbs. without assistance. Must be certified to operate heavy equipment.	1/9/12	1/23/12
Land Use	Truck Driver: Drive company vehicle to deliver lumber, building materials, hardware and other building and maintenance supplies to construction site or place of business. Drive vehicles with capacities under three tons in order to transport materials to and from specified destinations such as residences, offices or within industrial yards. Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, and brakes in order to ensure that vehicles are in proper working condition. Load and unload trucks, vans, or automobiles. High School diploma or equivalent. May require commercial driver's license. Experience in heavy truck operation is an asset. Must be skilled in operating a double clutch as well as hand and foot controls in trucks that weigh between one and four tons. Must be able to supervise or participate in loading and unloading up to 50 pounds and properly distributing and securing the weight in the truck. Must pass a driving test, recognize road signs and be able to fill out trip tickets.	1/9/12	1/23/12
Public Works	Water System Technician Assistant: This position will be assisting the Water System Technician and will be responsible for performing customer support activities, which involve the service, installation, modification, and trouble-shooting/repair of residential and light commercial, water treatment equipment and systems at our customer sites. Will assist in installing and servicing water treatment equipment, preparing daily logs, administrative paperwork, and writing reports on work performed. The candidate should be a well-organized person with superior customer service skills a good driving record and the ability to work on their own. Need to have at least one (1) year of experience servicing residential water treatment equipment. Valid FL Driver's License required. English written & oral communication skills. Able to travel to all STOF Reservations & other locations as necessary. Able to work a flex work schedule incl. evenings, weekends, & holidays.	12/12/11	12/26/11
**Recreation	Site Manager: Under the general direction of the Director, the incumbent in this position plans, organizes, and implements a comprehensive year-round recreational program. Trains, supervises, evaluates and schedules part-time seasonal recreation staff. This position is assigned to work with youth, adults, seniors, cultural, sports or other recreational programs of the department. This position reports to the TW Recreational Director and is an exempt paid position. Bachelor's degree with major course work in Recreation, Parks Management, Physical Education, or related field. Two (2) to four (4) years of experience in planning, coordinating, and supervising recreation programs; or any equivalent combination of relevant training and experience. Strong organizational, problem solving and interpersonal skills, including English written and verbal communication skills. Able to manage diverse tasks and projects. Knowledge of use of computers and office equipment. Able to work a flexible work schedule and weekends, evenings and holidays.	1/30/12	2/13/12
Seminole Media Productions	Field Reporter: Provide a centralized location for reporting of STOF news to the three reservations including Brighton, Tampa and Fort Pierce. This position requires travel to the respective reservations for coverage of the news and events, collecting and analyzing information, and writing news stories for publication. The reporter also organizes material, determines slant or emphasis, coordinates material with designated free lancers and writes story according to prescribed editorial style and format standards. High School graduate or equivalent GED; Associate's degree or Technical school in related field preferred and a minimum of two (2) to four (4) years of related experience. Excellent English written and verbal communication skills. Strong organizational, problem solving and interpersonal skills. Able to manage diverse workloads, multiple tasks and projects. Excellent computer skills utilizing Windows/ MS Office; experience with Quark Xpress and Photoshop applications preferred. Ability to travel and work flexible work schedules including evenings, weekends and holidays.	10/31/11	11/14/11
Trading Post	Cashiers (Part-Time): Receives cash from customers or employees in payment for goods or services. Computes or recomputes bill, itemized lists, and tickets showing amount due. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. Quotes price and describes features of items for which money is received. Gives cash refunds or issues credit memorandums to customers for returned merchandise. Operates cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax, and rebates on monitor screen. High school diploma or G.E.D. preferred. Previous cashier experience preferred.	1/23/12	2/6/12

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
IMMOKALEE			
Community Culture Program	Culture Advisor: Assist the Immokalee Reservation tribal community members with community special events, including cultural instruction, preparation and implementation. Will be rotating between Immokalee and Big Cypress Reservations, assessing their specific community's needs, responding to questions or facilitating solutions, assessing and servicing the Tribal member community needs. An employee in this position acts as a cultural advisor, instructor and as a liaison between Tribal members, employees utilizing their cultural knowledge and rendering services to meet the traditional scope of services required for each event. Graduation from high school or GED equivalent. Must have exposure and experience in the Tribal community, with emphasis in customer service, or other public contact experience required. English communication skills, both orally and in writing. Must be knowledgeable with the STOF community; the ideal candidate will be a member of the Seminole Tribe of Florida and speak the Tribal language. Proficient computer skills utilizing Microsoft software programs. Must be able to travel between the Immokalee and Big Cypress Reservations.	1/9/12	1/23/12
Family Services	Aftercare Counselor: Implement twelve step recovery oriented programming adjunct to the Family Services Department. Coordinate and maintain the placement of twelve step recovery support groups. Assist counselors in the process of discharge planning with Tribal members completing residential treatment programs by providing information on home groups and temporary sponsors. Visitation of clients while they are in treatment. Facilitate, plan, promote, and attend 12 step recovery oriented activities, events and outings. Attend and participate in meetings inclusive of, but not limited to: treatment team, scheduling meetings, site staff meetings and monthly supervision. Participate in community education and awareness activities, particularly those that deal with recovery, sobriety, and substance abuse prevention. HS diploma or equivalent, Bachelors pref. Minimum of two years of work experience in the field of addictions recovery including experience with residential or outpatient programs, halfway houses, or related programming. Minimum Substance Abuse Treatment Certification of CAS or equivalent. Valid Florida Driver's License and good driving record. Must be willing to work flexible hours and travel as required by the position.	11/21/11	12/5/11
Family Services	Counselor: This is advanced professional work involving in depth individual, group, or family counseling with a culturally diverse population including working with such issues as co-occurring disorders, psychiatric disorders, domestic violence, sexual abuse, child abuse, elder abuse, alcohol abuse and/or drug abuse. Work involves the culturally sensitive application of a variety of advanced mental health service delivery skills. Work may encompass the use of group methodologies and skill training within established policies and procedures. Provide case management services. Attend and participate in meetings inclusive of, but not limited to: treatment team, schedule meetings, Site staff meetings and monthly supervision. Master's Degree in Social Work, Psych, Mental Health, or Family Therapy including a min of one year exp. working with co-occurring disorders, family systems, and community-based treatment is preferred. Florida State licensure as LMHC, LMFT, or LCSW is preferred. Ability to exemplify the highest level of professional standards/ethics and demonstrate appropriate and culturally sensitive service delivery and community based treatment. Computer literacy in MS programs. Exc. English written and verbal skills. Valid FL Driver's License and good driving record. Must be willing to work flexible hours as required by the position.	11/21/11	12/5/11
Health	Dental Assistant (Part-Time): We are currently seeking a culturally sensitive and team oriented dental assistant who will assist primarily in the delivery of pediatric and adult dental care. Must love working with children and have previous experience providing dental care to a pediatric population. Also must be willing to travel and do some dental cases in a hospital setting. At least two (2) year's experience as a dental assistant or formal training is required. Must possess HS/GED required, valid FL driver's license, FL dental radiographic certificate, etc. Previous dental assisting experience with children, children with special needs, adolescents, and adults, knowledge taking digital x-rays, etc. is preferred.	11/21/11	12/5/11
Health	Nutritionist/Health Educator: Provide nutrition and diet counseling as needed and/or as part of health and wellness programs to groups and individuals in the health clinic, schools, homes and community settings on the reservation. Keeps appropriate medical records of all patient contact. Designs, prepares, and selects culturally appropriate exhibits, posters, & literature for dissemination through various media. Develops lesson plans and conducts nutrition education classes for schools, Hotmeals, Diabetic Day programs and others. Provides technical assistance on nutrition, menus and food service to group care facilities. Facilitates in-service training to Health Dept. staff. BS/BA degree in related field. Registered Dietician required. Familiar with Public Health concepts. Proficient in Diabetes management. Knowledge of medical terminology. FL Driver's license.	11/28/11	12/12/11
Health	Medical Records File Clerk: Reviews, analyzes, and codes diagnostic and procedural information that determines Medicare, Medicaid and private insurance payments. The primary function of this position is to perform ICD-9-CM, CPT and HCPCS coding for reimbursement. Assigns and sequences ICD-9-CM/CPT/HCPCS codes to diagnoses and procedures for documented information. Assures the final diagnoses and operative procedures as stated by the physician are valid and complete. Abstracts all necessary information from health records. Performs a comprehensive review for the record to assure the presence of all component parts such as: patient and record identification, signatures and dates where required, and other necessary data in the presence of all reports which appear to be indicated by the nature of the treatment rendered. Evaluates the record for documentation consistency and adequacy. Completion of high school, or equivalent. Two years of coding experience using ICD-9-CM or equivalency. CCS, CCS-P or CPC certification is required.	9/26/11	10/10/11

Employment Opportunities

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
IMMOKALEE Cont'd			
**Recreation	Site Manager: Under the general direction of the Director, the incumbent in this position plans, organizes, and implements a comprehensive year-round recreational program. Trains, supervises, evaluates and schedules part-time seasonal recreation staff. This position is assigned to work with youth, adults, seniors, cultural, sports or other recreational programs of the department. This position reports to the TW Recreational Director and is an exempt paid position. Bachelor's degree with major course work in Recreation, Parks Management, Physical Education, or related field. Two (2) to four (4) years of experience in planning, coordinating, and supervising recreation programs; or any equivalent combination of relevant training and experience. Strong organizational, problem solving and interpersonal skills, including English written and verbal communication skills. Able to manage diverse tasks and projects. Knowledge of use of computers and office equipment. Able to work a flexible work schedule and weekends, evenings and holidays.	1/30/12	2/13/12
FT. PIERCE			
**Family Services	Counselor: This is advanced professional work involving in depth individual, group, or family counseling with a culturally diverse population including working with such issues as co-occurring disorders, psychiatric disorders, domestic violence, sexual abuse, child abuse, elder abuse, alcohol abuse and/or drug abuse. Work involves the culturally sensitive application of a variety of advanced mental health service delivery skills. Work may encompass the use of group methodologies and skill training within established policies and procedures. Provide case management services. Attend and participate in meetings inclusive of, but not limited to: treatment team, schedule meetings, Site staff meetings and monthly supervision. Master's Degree in Social Work, Psych, Mental Health, or Family Therapy including a minimum of one year exp. working with co-occurring disorders, family systems, and community-based treatment is preferred. Florida State licensure as LMHC, LMFT, or LCSW is preferred. Ability to exemplify the highest level of professional standards/ethics and demonstrate appropriate and culturally sensitive service delivery and community based treatment. Computer literacy in MS programs. Exc. English written and verbal skills. Valid FL Driver's License and good driving record. Must be willing to work flexible hours as required by the position.	12/5/11	12/19/11