Job descriptions and applications for employment may be obtained from Human Resources between 8:00 a.m. – 5:00 p.m. Monday-Friday OR at www.rsic.org

Note: Please attach a copy of your high school diploma or GED to application.

WASHOE LANGUAGE INSTRUCTOR
Education Department
Under the general supervision of the Language/Culture Coordinator, incumbent will provide continuous Washeshu - Washoe language classes for Colony students.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

PART-TIME, VARIABLE, NON-EXEMPT
Up to 6 hours a week
Rate of pay depending on experience.
CLOSING DATE: Open until filled

SHOSHONE LANGUAGE INSTRUCTOR
Language/Cultural Coordinator
Under the general supervision of the Language/Culture Coordinator, incumbent will provide continuous Shoshone-Shoshone Language classes for colony students.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630 FULL-TIME, EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

PEDIATRICIAN/PHYSICIAN
Tribal Health Center
The physician performs primary outpatient family & pediatric medical care services within the scope of his/her license and training to include obtaining patient information, diagnosing, developing appropriate treatment plan, monitoring patient compliance, and assisting patient in understanding their disease process.

Provides services consistent with the stated goals of assisting community members maintain or increase their levels of health by various medical practices or routines.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630 FULL-TIME, EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

CERTIFIED EDUCATOR
Education
Under the direct supervision of the Education Department Manager, incumbent will provide tutoring for students in the RSIC after School Program.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

PART-TIME, NON-EXEMPT
Monday-Friday, hours may vary
Rate of pay depending on experience.
CLOSING DATE: Open until filled

NURSE PRACTITIONER/PHYSICIAN ASSISTANT
Tribal Health Center
The position provides professional medical services within the scope of licensing and certification by the State of Nevada Board of Nursing. This position will perform all essential, professional services consistent with the goals of assisting patients to maintain or increase their levels of health and wellness.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

FULL-TIME, EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

NURSE PRACTITIONER
Tribal Health Center
This position will perform all essential, professional nursing skills within the scope permitted by State of Nevada licensure and consistent with the goals of assisting patients to maintain or increase their levels of health and wellness.

NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

FULL-TIME, EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled
### BUSINESS OFFICE MANAGER

**Business Office (RSTHC)**

- Responsible for managing, supervising and directing all aspects of the Business Office. Accounts receivable operations to our Federal Tribal Health Center, which includes primary care, medical lab, pediatric, behavioral and mental health, optometry, and dental practices.
- Manage billings, processes for Medicare, Medicaid and commercial carriers. Manage cash flow, accurate and timely billings, collection of third party and self pay patient accounts, and month end closings. Produce reports as required and supervise department employees in three divisions: business office, patient registration, benefits coordinator, and purchase referred care. Work closely with the health director to maintain a top level billing department.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

### ELECTRICIAN

**Public Works**

Under direction of the Director, performs electrical work and a variety of routine skilled and semi-skilled work in the general repair, maintenance and construction of buildings, facilities, and residences: operates equipment and drives vehicles; and performs related work as required. Will troubleshoot and perform routine and preventative maintenance, and repair of electrical and electronic equipment.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

### ACCOUNTING SUPERVISOR

**Finance**

Under the direct supervision of the CFO, the position performs professional level accounting services and supervision to the accounting support staff to ensure accuracy and timeliness of RSIC financial and accounting policies and procedures in all aspects of supervision and responsibilities. Provides support and assistance to RSIC management staff as needed regarding accounting services, procurement Requirements and programmatic financial reporting. Reporting directly to the CFO performs related work assigned or delegated by the CFO.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

### SMOKEShop (6) STORE MANAGER

**Smoke Shop (6)**

Under the supervision of the Director of Retail Operations, the Smoke Shop manager will be responsible for all activities associated with the day-to-day management of a retail store engaged in selling cigarettes, tobacco products, tobacco accessories and assorted other inventory items, performing the following duties personally or supervising employees performing the following duties.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

### OPTOMETRIST/HEAD of OPTOMETRY DIVISION MANAGER

**RSTHC-Optometry**

Incumbent works under the administrative supervision of the Medical Director. Clinical work is performed with considerable professional independence consultation should be sought when rare or unusual cases are encountered. Performance is evaluated by the effectiveness in accomplishing program objectives and the advancement of the health status of the Native American people served. Clinical care is evaluated on an annual basis through peer review quality assurance audits per Reno-Sparks Tribal Clinic peer review guidelines. The incumbent works with the clinical staff to provide eyeglass service; provide routine retinal examinations targeting diabetic patients, and to address visual needs of patients within the facility. Manager of the Optometry Division including Optical Dispensary.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

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**IT TECHNICIAN I**

**IT Department**

This position is responsible for coordinating the overall maintenance of the network equipment and software in conjunction with Managed Services Consultants and assisting employees with technological support to desktop computers, servers, applications, and other work related technologies. Duties will include hardware, software, networking, telephone and telecommunications support.

**NOTE:** The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled

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**CUSTODIAN I**

**Public Works**

Under the direct or indirect supervision, performs custodial services for RSIC facilities to provide a safe and sanitary environment for visitors and employees.

**NOTE:** The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.

**Rate of pay:** depending on experience.

**CLOSING DATE:** Open until filled
HEADSTART PROGRAM MANAGER
Education/Head start
Under the direct supervision of the RSIC Education Manager and general direction of the Head Start Parent Policy Council, the Head Start Manager will manage the Head Start Program for the Reno-Sparks Indian Colony. The Head Start Manager has commensurate authority to provide leadership and direction for the Head Start Program. The Manager will serve as a mentor and coach for staff in all aspects of the Head Start Program in order to meet federal requirements as outlined in the Head Start Performance Standards. In addition, the Head Start Manager is responsible for the overall programmatic operations and evaluations of the program including direct responsibility in the areas of Program Design and Management, shared governance and Fiscal Management as well as general responsibility of all other areas of Head Start. The Head Start Manager will meet the minimum qualifications for this position as outlined in the Head Start Performance Standards, 1302.91
Head Start director hired after November 7, 2016, has at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration. NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.
FULL-TIME, EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

ACCOUNTING TECHNICIAN (A/R)
Finance
This position will perform accounting and clerical work in the Finance Department. He finance technician is expected to become proficient in each essential function: Accounts payable, accounts receivable or payroll. The accounting technician will perform duties in each assigned function of the length of time required to achieve proficiency. NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630.
FULL-TIME, NON-EXEMPT
Monday-Friday, 8:30 am-5:30 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

COOK II
Seniors
This position is responsible for the coordination of lunches for senior participants in the program in consultation with the RSIC Nutritionist and consistent with healthy eating practices NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630. FULL-TIME, NON-EXEMPT
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

ACCOUNTING CLERK
Finance Department.
Under the general supervision, performs responsible technical account maintenance and bookkeeping functions. This involves the application of basic bookkeeping principles and practices as applied to a variety of financial records: and performs related work as required. Account clerks usually receive some instructions as to details and method for most assignments, but are free to develop their own work sequences within established procedures and policies NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630. FULL-TIME, NON-EXEMPT (20 hrs. per week)
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

MAINTENANCE WORKER I (SEASONAL)
Public Works
This position will perform a variety of tasks related to the repair, maintenance, and minor construction of the RSIC buildings, residences, facilities, infrastructure and open space, using carpentry, mechanical, and painting skills. NOTE: The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630. FULL-TIME, NON-EXEMPT
Monday-Friday, 7:30 am-3:30 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled
RETAIL CLERK (SEASONAL)
Smoke Shop (4)
This position performs all duties associated with the operation of the designed Smoke Shop including customer service, register operations, inventory and set-up, cleaning, and loss control. **NOTE:** The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630. **FULL-TIME, NON-EXEMPT (Temporary)**
Monday-Sunday, Hours Vary
Rate of pay depending on experience.
CLOSING DATE: Open until filled

GENERAL LEDGER ACCOUNTANT
Finance
This position is responsible for the performance of accounting work related to the operation and maintenance of the computerized financial accounting system, including grants & contracts, tribal funds, and enterprise funds and has responsibility for complex technical accounts and maintenance duties. **NOTE:** The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment criminal background check, drug screen, and confirmation of references. Must pass and comply with the HR Policy 164.905-PL101.630. **FULL-TIME, EXEMPT**
Monday-Friday, 8:00 am-5:00 pm
Rate of pay depending on experience.
CLOSING DATE: Open until filled

PLEASE NOTE: HIRING PREFERENCE WILL BE PROVIDED TO QUALIFIED MEMBERS OF THE RENO-SPARKS INDIAN COLONY FOLLOWED BY MEMBERS OF OTHER FEDERALLY RECOGNIZED TRIBES. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code Section 472 and 473). However, the Reno-Sparks Indian Colony is an Equal Opportunity Employer and qualified candidates will be considered in accordance with the provisions of Section 703 (I) of Title VII of the Civil Rights Act of 1964, amended in 1991.
Reno-Sparks Indian Colony is required to comply with Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Reno-Sparks Indian Colony will be contingent on the applicant’s ability to pass a pre placement drug test (RSIC Drug Testing Policy III.B.1.a) and a criminal background check, which will include finger printing for positions that involve the care, supervision, or teaching of children and other positions deemed sensitive to tribal operations.

If you are interested in the rate of pay for Positions please contact:
Human Resources at:
775-785-1303

Applications are available online at our Reno-Sparks Indian Colony Website: [WWW.RSIC.ORG](http://WWW.RSIC.ORG)