Nez Perce Tribe

Job Openings

Open only to qualified IN HOUSE applicants:

In compliance with the Human Resource Manual 2.2.4: All vacancies will be advertised “IN HOUSE” for all employees and Tribal members for a minimum of two weeks. Should a qualified RIF’ED employee apply, they will be given preference per the Nez Perce Tribe HRM 4.10.

Re-Advertise: The Nez Perce Tribe Social Services Senior Citizens Program is recruiting for: COOK HR-17-178 (LAPWAI) part-time. To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. Open until filled. (Grade 5)

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: COOK HR-18-112 (KAMIAH) full-time. To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. Open until filled. (Grade 5)
Re-Advertise: The Nez Perce Tribe Senior Citizen Program is recruiting for: **BUS/VAN DRIVER** HR-18-104 (KAMIAH) part-time. To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver’s license with the ability to be insured under the Tribes policy. Requires a Commercial Driver’s License within six (6) months of employment. **Class description available at the NPT Human Resources Department.** Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 7)**

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **ONE (1) BUS OPERATOR (KAMIAH) HR-18-119 on-call.** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. "Class description available at the NPT Human Resources Department." Must have five (5) years’ experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **TWO (2) BUS OPERATOR(S) (LAPWAI) HR-18-120 on-call.** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver’s License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. "Class description available at the NPT Human Resources Department." Must have five (5) years’ experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Department of Education/ECDP Program is recruiting for: **CUSTODIAN** HR-18-146 (LAPWAI) full-time. Responsible for cleaning all ECDP buildings and premises according to
CUSTODIAN HR-18-146 (LAPWAI) (CONTINUED)

procedures, checklists, and general supervision of the Health & Safety Specialist. Ensures all ECDP buildings and premises including storage sheds are locked on a daily basis. Maintains entranceways to buildings, including sidewalks and trash. Maintain ECDP grounds and playground year-round. Requires handling or using machines or equipment. Requires six (6) months experience in the custodial or general maintenance field. Requires High School Diploma/GED. “Class description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 3)

The Nez Perce Tribe (Tribe) Environmental Restoration and Waste Management (ERWM) program is recruiting for: HANFORD PROJECT LEGAL POLICY ANALYST HR-18-107 full-time. Located at Lapwai, ID. The ERWM programs’ role is to protect the Tribe’s treaty-reserved right at the Hanford Site in the state of Washington, regulate air quality on the Tribe’s Reservation in the state of Idaho, and oversee emergency response planning on the Reservation. The ideal candidate will be a team player; will have sound judgement, accompanied by excellent research, writing, and communications skills; the ability to analyze complex factual, legal, and policy issues; the ability to delve deeply into environmental strategies and projects related to the Tribe’s interests at the Hanford Site; and the ability to respond to a wide array of environmental issues that require prompt and accurate analysis. The Tribe offers an attractive compensation package, including: medical and life insurance, a matching 401 (k) contribution, and a generous leave policy. The successful candidate will be working with the Resource Conservation and Recovery Act (RCRA), National Environmental Policy Act (NEPA), and Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). However, the Program will provide training and professional development opportunities for the successful candidate in these areas. Experience working on behalf of Indian tribes or other governments is preferred. Requires a Juris Doctorate degree from an accredited law school. Applicants must also pass a criminal background check with no criminal convictions, hold membership in good standing with a state bar, have a minimum of one (1) year of legal practice experience, and have a positive work history. Please send a cover letter, resume, 5-10 page writing sample, and three (3) letters of references along with your Nez Perce Tribe application. Class description available from the Tribe’s Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 28)

The Nez Perce Tribe Department of Fisheries Resources Management is recruiting for: HATCHERY MAINTENANCE SUPERVISOR I HR-18-168 full-time position located at Dworshak National Fish Hatchery, Ahsahka, ID. Will plan, implement and supervise a full maintenance program for Dworshak National Fish Hatchery. A bachelor’s degree in a related field is required. An associated degree in related field with six (6) years of maintenance experience may substitute for the Bachelor’s degree requirement. Journeyman certification is electrical, plumbing, HVAC/refrigeration, welding or carpentry with eight (8) years of maintenance experience in hatchery or related field may also substitute for the Bachelor’s degree requirement. Requires the ability to obtain and maintain a Class A Commercial Driver’s License with Tanker Endorsement and Boom Operator Certification. Please include a cover letter and three (3) letters of references along with your NPT application. Class description/job description available at the NPT
HATCHERY MAINTENANCE SUPERVISOR I HR-18-168 (CONTINUED)

Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 17)

The Nez Perce Tribe Department of Fisheries Resources Management/Production Division is recruiting for: PROFESSIONAL V/HATCHERY MANAGER HR-18-175 full-time. To supervise and manage Nez Perce Tribal Hatchery. Responsibilities include: supervision, facility management, production planning and implementation of the operation and maintenance of a hatchery production program for 625,000 spring Chinook and 1.4 million fall Chinook and other species as assigned. The hatchery includes six (6) satellite facilities and staffed with 14 employees. Close coordination occurs with the Tribal Research Monitoring and Evaluation staff as well as State and Federal hatchery co-managers in Idaho and Washington area. Duty station is Nez Perce Tribal Hatchery at site 1705 on the Clearwater River near Cherrylane, Idaho. Requires a Bachelor’s degree in related field (Master’s preferred). Related field and/or course work requirements defined in job expectations. Requires five (5) years professional level experience (three (3) years’ experience with Master degree), two (2) years of supervisory experience, knowledge and experience with experimental study design, statistics, fish or wildlife population dynamics and modeling or habitat restoration is required. “Class description/job description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. This position closes 10/31/18. (Grade 22)

The Nez Perce Tribe Department of Communications is recruiting for: DIGITAL MEDIA SPECIALIST HR-18-176 part-time. To create, manage, and update information through various forms of digital media. The position will assist the communications program to enhance and maintain internal and external communications. Such tasks will include updating social media, website content, mass emails, weekly newsletter, and more. Requires an Associate’s degree in marketing, advertising, communications, computer science, or closely related field. A Bachelor’s degree preferred. Three (3) years relevant experience is equivalent to one (1) year of college. Requires some experience with social media, digital media or marketing. A strong knowledge of computers and general software is required. Exceptional communication, writing, and editing skills are required. “Class description/job description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. This position closes 10/22/18. (Grade 16)

The Nez Perce Tribe Department of Child Support Enforcement Program (CSEP) is recruiting for: CSEP CASE MANAGER HR-18-177 full-time. Position is responsible to provide information and assistance to clients, including case management and reporting. Conduct client interviews, establish, collect and distribute child support payments. Research and prepare case reports and provide case management and work within a confidential office setting. Maintain working knowledge of federal, state and tribal regulations, procedures and policies. Travel as needed for training or site visits. Background check will be
CSEP CASE MANAGER HR-18-177 (CONTINUED)

required. Bachelor’s degree in Social Work, Sociology, Psychology, or closely related field required or education and documented training equivalent to 12 (twelve) years in Social Work, Sociology, Psychology or closely related field. Master’s degree in Social Work, Sociology, Psychology, or closely related field preferred. Requires two (2) years’ experience dealing with casework and families. “Class description/job description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. This position closes 10/22/18. (Grade 16)

The Nez Perce Tribe Department of Education/Students for Success is recruiting for: COMMUNITY ASSESSMENT COORDINATOR HR-18-178 (KAMIAH) full-time (32 hrs. per week). Responsible to oversee implementation, and to maintain regular communication with Project Director on community assessment progress and compliance requirements for the Nimipuu Native Connections project. Requires extensive data involvement, excellent social skills and the ability to work flexible and irregular work hours. Requires Associates degree in Education, Sociology, Health, Psychology, or closely related field. Three (3) years of relevant experience is equivalent to one (1) year of college. Require three (3) years of work experience in related field, with preference in work engaged directly with tribal population. Experience with Native American organizations as well as Nez Perce culture preferred. “Class description/job description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. This position closes 10/26/18. (Grade 14)

Open to ALL qualified applicants: (General Public)

The Nez Perce Tribe (Tribe) Environmental Restoration and Waste Management (ERWM) program is recruiting for: HANFORD PROJECT LEGAL POLICY ANALYST HR-18-107 full-time. Located at Lapwai, ID. The ERWM programs’ role is to protect the Tribe’s treaty-reserved right at the Hanford Site in the state of Washington, regulate air quality on the Tribe’s Reservation in the state of Idaho, and oversee emergency response planning on the Reservation. The ideal candidate will be a team player; will have sound judgement, accompanied by excellent research, writing, and communications skills; the ability to analyze complex factual, legal, and policy issues; the ability to delve deeply into environmental strategies and projects related to the Tribe’s interests at the Hanford Site; and the ability to respond to a wide array of environmental issues that require prompt and accurate analysis. The Tribe offers an attractive compensation package, including: medical and life insurance, a matching 401 (k) contribution, and a generous leave policy. The successful candidate will be working with the Resource Conservation and Recovery Act (RCRA), National Environmental Policy Act (NEPA), and Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). However, the Program will provide training and professional development opportunities for the successful candidate in these areas. Experience working on behalf of Indian tribes or other governments is preferred. Requires a Juris Doctorate degree from an accredited law school. Applicants must also pass a criminal background check with no criminal convictions, hold
HANFORD PROJECT LEGAL POLICY ANALYST HR-18-107 (CONTINUED)

membership in good standing with a state bar, have a minimum of one (1) year of legal practice experience, and have a positive work history. Please send a cover letter, resume, 5-10 page writing sample, and three (3) letters of references along with your Nez Perce Tribe application. Class description available from the Tribe’s Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 28)

To apply: Recruitments for Entry Level Positions (Grade 15 and below) will require a completed Tribal application only. Recruitments for Professional Positions (Grade 16 and above) will require a completed Tribal application and resume. Please submit one application per position:

Nez Perce Tribe Human Resources Office
ATTN: Job Name & No.
P.O. Box 365
Lapwai, Idaho, 83540
Phone (208) 843-7332 Fax (208) 843-7414 LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies. www.nezperce.org

EMPLOYMENT OPPORTUNITIES!!

• Bonneville Power Administration (BPA) Tribal Affairs Team is recruiting for: Tribal Account Executive. The purpose of the position is to serve as the Tribal Account Executive responsible for managing BPA relationships with sovereign, federally recognized tribes and influential regional and national tribal advocacy organizations on a wide variety of national and regional programs and policies. The incumbent provides authoritative advice and guidance to BPA senior executives and managers on the interpretation and implementation of technical policy directives and programs. For more information and how to apply go to www.usajobs.gov. Announcement # DOE-BPA-18-12964-MP. Closing date 10/19/18.

• The Nez Perce-Clearwater National Forest is seeking Engineering Interns and Seasonal Employees for the summer of 2019. These are temporary positions with duty stations in Grangeville, Kooskia, Orofino, and Potlatch, ID. Interested applicants should contact David Ratliff, Nez Perce – Clearwater National Forests, Civil Engineer, at 208-476-8210, or at dratliff@fs.fed.us by October 23, 2018.

• The Healing Lodge of the Seven Nations is recruiting for: Grants Writer, Appointment Scheduler/Administrative Assistant, CDP-Clinical Lead, Chemical Dependency Professional, Mental Health Counselor, RN Staff Nurse, PelPal Wing (Female) Skills Coach, Sage (Male) Skills Coach, Skills Coach (Specialist III) and a Skills Coach/CNA. For more information and how to apply go to www.healinglodge.org. Positions are open until filled.
• AVISTA Corporation is recruiting for: Engineering Development Program-Entry Level Engineer, Resource Accounting Analyst, HR Recruiter, and a Compensation Analyst. For more information and how to apply go to [www.avistacorp.com/careers](http://www.avistacorp.com/careers). Closing dates vary with positions and locations.

• Northwest Indian College (NWIC) is recruiting for: Early Learning Center Lead Teacher, Tribal Vocational Rehabilitation (TVR) Institute Faculty, Human Resources Director, Tribal Governance & Business Management Faculty, Head Men’s Basketball Coach, Head Women’s Basketball Coach, Strategic Enrollment Management Recruiter, Early Learning Center On-Call Substitute, English-Communication Instructor, Native American Career & Technical Education Program Coordinator, Native Pathways High School Coordinator, Physics-Engineering Faculty, and NWIC Board of Trustees Member Vacancy. For more information and how to apply go to [www.nwic.edu/jobs](http://www.nwic.edu/jobs). Closing dates vary with positions and locations.

• Lapwai School District is recruiting for the following: Indian Education Coordinator (Part-time 14 hours/week.), Speech & Language Pathologist, District Technology Coordinator, and Certified Substitutes. Application can be found on our website [www.lapwai.org](http://www.lapwai.org), or contact Connie Desjarlais at the District Office: (208) 843-2622 at extension 201. Positions are open until filled.

• The Nez Perce Tribal Water Utility Board is accepting letters of interest to fill one (1) vacancy on the Utility Board. The applicants must be 18 years of age or older, an enrolled Nez Perce Tribal member, and reside within the Nez Perce Reservation boundaries. Utility Board member shall meet a minimum of once per month to provide guidance to Utility Program staff, develop and implement appropriate rules and regulations, set utility rates, and hear grievances. For more information and how to apply contact Jason Vangen at (208) 843-7368 or email Jason at jvangen@nezperce.org. Open until filled.

• Pacific Cabinets, Inc. (PCI) is now hiring for a variety of production positions (On-going recruitment). We seek bright, energetic and meticulous individuals for our manufacturing production team. If you enjoy working in a team environment and would like to develop your talent and skills in a fast paced company; this position is for you! Starting wage DOE with opportunities for overtime. Medical, Dental and 401 (k) investment plan is available for our full-time employees. Pacific Cabinets, Inc. is looking for a long term commitment from you. Please email your resume to: Linda Nida lnida@pacificcabinets.com or hand deliver to 2010 Front Street, Ferdinand, ID. Phone number: (208) 962-5546.

• Alternative Nursing Services looking for C.N.A.’s, Attendant Caregivers in all areas (On-going recruitment). Culdesac, Lapwai, Lewiston, Kamiah, Orofino and Clarkston. Alternative Nursing Services is located at 1029 Main Street, Lewiston, ID 83501. For more information and how to apply contact Michelle or Kellie at (208)746-3050.

• Couple of great website’s to look for employment in your area (On-going). Idaho Department of Labor: [https://labor.idaho.gov/dnn/JobSeekers.aspx](http://https://labor.idaho.gov/dnn/JobSeekers.aspx), and indeed.com at [www.indeed.com](http://www.indeed.com).