

~OCTOBER 29, 2018 ~



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 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 Nimiipuu 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 11/13/18.** (Grade 14)

The Nez Perce Tribe Department of Executive Direction is recruiting for: **PROJECT CORDINATOR HR-18-179** full-time, temporary through 9/30/19. Responsibilities include but are not limited to, providing a systematic multi-disciplinary approach to managing projects and a wide variety of program components for the purpose of ensuring function and accuracy with a high level of customer service; maintains workflow by studying methods; meets cost standards by monitoring expenses; implements cost-saving



PROJECT CORRINATOR HR-18-179 (CONTINUED)

actions; implements cost reductions; and develops reporting procedures. Requires two (2) years of college education (48 credits), Associates degree preferred. Three (3) years of relevant job experience may be substituted for each year of required college education. Computer proficiency in word processing and spreadsheets is preferred. Requires six (6) years of related experience to project needs and one (1) year supervisory experience. “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 11/2/18.** *(Grade 15)*

The Nez Perce Tribe Dept. of Fisheries Resource Management Fisheries Enforcement is recruiting for: **CONSERVATION ENFORCEMENT COMMUNICATIONS I (DISPATCHER) HR-18-180** full-time. To monitor all radio communications and answer incoming telephone calls; gather specific information in accordance with established protocols and procedures; serves as liaison between the general public and agency officers; directs information, requests for assistance, and other messages to appropriate personnel. Works according to some procedures; decides how and when to do things under the direct supervision of the Conservation Enforcement Communications II (Communication Sergeant). Workstation is located in Sweetwater, Idaho. Requires High School Diploma/GED, and must be a minimum of twenty one (21) years of age. Requires one (1) year of experience. “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 11/13/18.** *(Grade 11)*

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)

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 Nimiipuu 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 11/13/18.** (Grade 14)

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!!

- **AVISTA Corporation is recruiting for: Quality Assurance Inspector Facilities, and a Accounting Analyst.** For more information and how to apply go to www.avistacorp.com/careers. **Closing dates vary with positions and locations.**
- **GRID Alternatives is seeking a Tribal Program Assistant (Denver, CO) to support with client outreach, training(s), installs, and communication on various reservations in the states we work (Washington, South Dakota, New Mexico, etc.).** GRID Alternatives' Tribal Program has worked since 2010 to help tribal communities across the United States achieve their renewable energy goals. Using a community-centric approach, we partner with Tribes to identify, develop, finance



and implement solar power projects that meet community needs, including education, hands-on training, and energy cost reductions for tribal members. Based in Denver, CO, our team serves tribal communities where GRID offices do not exist. We are seeking a Program Assistant to support with client outreach, training(s), installs, and communication on various reservations in the states we work (Washington, South Dakota, New Mexico, etc.). **To apply submit both a resume and a cover letter describing your interest at www.gridalternatives.org/work-at-grid.** Do to the high volume of inquiries, mailed and emailed applications are not accepted. Please do not call and/or email requesting an update. **Open until filled.**

- **Columbia River Inter-Tribal Fish Commission (CRITFC) is recruiting for: Receptionist, Pacific Lamprey Project Leader, and a Dispatcher//Communications Officer.** For more information and how to apply go to www.critfc.org. **Closing dates vary with positions.**
- **Northwest Indian College (NWIC) is recruiting for: Eagle's Market Cashier, Account Payable Clerk, Early Learning Center Lead Teacher, Tribal Vocational Rehabilitation (TVR) Institute Faculty, Human Resources Director, Tribal Governance & Business Management Faculty, English-Communication Instructor, Native Pathways High School Coordinator, Physics-Engineering Faculty, TRiO Academic Coach Advocate, and NWIC Board of Trustees Member Vacancy.** For more information and how to apply go to 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, Vocational Education Advisor Grades 7-12, High School Girls C squad Basketball Coach, Special Education Behavioral Specialist and Certified Substitutes.** Application can be found on our website 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.**
- **Nez Perce Tribal Housing Authority is accepting applications for: Maintenance & Construction Manager.** Responsible for effective management of maintenance program, home repair projects and special projects, including residential inspections. Requires high school diploma or GED, trade school certification, 5 years' experience in all phases of residential construction, 3 years supervising, possess valid driver's license and be insurable. Excellent writing, mathematical and organizational skills. Indian Preference will apply/excellent benefits. Submit Nez Perce Tribal Housing Authority Employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540. More information: (208) 843-2229. **Open until filled.**


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- **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).** Culatesac, 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>, and indeed.com at www.indeed.com.

HEARING OFFICER

The Nez Perce Tribe is requesting proposals for an independent contractor to provide the following professional services for the Nez Perce Tribal Government, Nez Perce Tribal Enterprises, and Nimiipuu Health. Grievance Hearings: Preside over employment Grievance Hearings and render a written decision to the affected Human Resources Department, based on findings of fact and conclusions of law in accordance with the Human Resources Manual and other approved Nez Perce Tribal policies. Arbitration/mediation: Provides arbitration and/or mediation services for employee disputes according to the Human Resources Manual, Tribal Code, and other approved Nez Perce Tribal policies and procedures. Employee Training: In coordination with the Nez Perce Tribe Office of Legal Counsel, provide employee training to include but not limited to:

- Conflict Resolution
- Reasonable Accommodations
- How to Handle Difficult Employees
- Team Building
- Valuing Diversity
- Discipline
- Employee Evaluations
- Stress Management
- Sexual Harassment/Hostile Work Environment
- Employment Law as it Applies to Tribes.

Applicants must be licensed attorneys admitted in good standing to the bar of any state. Please list the last three employers and three professional references.



The Nez Perce Tribe reserves the right to reject any and all proposals without cause. **Please send completed proposal by close of business November 2, 2018 to:** Roberta Bisbee, Human Resources Manager; P.O. Box 365; LAPWAI, ID 83540. For more information please contact Roberta Bisbee at 208/621-3827 or email at robertab@nezperce.org.

**REQUEST FOR PROPOSALS
BACKGROUND CHECK SERVICES**

The Nez Perce Tribe is requesting proposals for an independent contractor to provide professional background check services for the Nez Perce Tribal government, Nez Perce Tribal Enterprises, and Nimiipuu Health. The criteria for consideration consists of a demonstrated understanding of applicable laws and regulations governing back- ground checks for employment in positions having contact with children, elderly, venerable adults, and persons in fiduciary or key management positions. The proposal should demonstrate experience in conducting national criminal and financial record checks, evaluating qualifications or suitability, for insurability under the Crime and Fraud Protection Insurance Policy. The proposal should demonstrate experience in determining employee suitability, in consideration of factors such as, stability, trustworthiness, past performance, criminal record, consistent with federal requirements of funding agencies and in accordance with criteria equivalent to the U.S. Office of Personnel Management as used by the Bureau of Indian Affairs. The proposal should demonstrate understanding of analysis and ranking of derogatory issues, determination of control date, and recency, in evaluating employment eligibility of applicants. The proposal must include qualifications, and experience of the person, or firm submitting the RFP, and three professional references. The Nez Perce Tribe reserves the right to reject any and all proposals without cause. **Please send completed proposal by close of business November 2, 2018 to:** Roberta Bisbee, Human Resources Manager; P.O. Box 365; LAPWAI, ID 83540. For more information please contact Roberta Bisbee at 208/621-3827 or email at robertab@nezperce.org.