

~DECEMBER 3, 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 (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 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 Early Childhood Development (ECDP) is recruiting for: **PROGRAM ASSISTANT(S) HR-18-181 (LAPWAI)** full-time position August through May, additionally thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist




PROGRAM ASSISTANT(S) HR-18-181 (LAPWAI) (CONTINUED)

with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. "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. **Open until filled.** (Grade 6)

The Nez Perce Tribe Department of Early Childhood Development (ECDP) is recruiting for: **PROGRAM ASSISTANT(S) HR-18-182 (KAMIAH)** full-time position August through May, additionally thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. "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. **Open until filled.** (Grade 6)


The Nez Perce Tribe Department of Information Systems is recruiting for: **CABLE TECHNICIAN III-LEAD HR-18-185** full-time. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences, under direct supervision of the Wireless Coordinator. Duties may also include providing project level supervision and management as well as performing technical labor application of fieldwork. Requires High School Diploma/GED. Background check is required within first three (3) months of employment. Requires one (1) year experience cable installation, six (6) months supervision, six (6) months tower climbing with certification, and six (6) months software data entry. "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 12/7/18.** (Grade 13)



The Nez Perce Tribe Department of Education, Vocational Rehabilitation is recruiting for: **VOCATIONAL REHABILITATION TECHNICAL ASSISTANT HR-18-186** full-time. Assist with complying quarterly and year-end reports, assist consumer with taking the employment job placement assessment, assist the counselor's to determine consumer employment placement, and provide consumer with pre- and post-employment preparedness skills, make referrals for training and needed skills for employment. Maintain central filing system for the NPVRS program. Regularly (weekly) travel to area communities where tribal consumer reside for recruitment, outreach and partnership development. Develop media tools and publishing for program recruitment, outreach material for clients and employers, write monthly updates in tribal and local newspapers. To provide assistance in overseeing calendar scheduling, bookkeeping, meeting and conference organization, inventory control, travel arrangements and special projects. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) of college. Requires three (3) years of related experience to project needs and/or working with individuals in employment placement and recruitment outreach activities. "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 12/7/18.** (Grade 13)

Open to ALL qualified applicants: (General Public)

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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: Regulatory Analyst.** This position is located in Spokane, WA. For more information and how to apply go to www.avistacorp.com/careers. **Closing date 12/12/18.**
- **NOTICE OF VACANCY: The Nez Perce Tribal Executive Committee is seeking one (1) part-time Gaming Commissioner to fill Position 1 - for a three year term beginning January 1, 2019 (upon appointment) through December 31, 2021. Please submit a complete letter of interest to the NPTEC Support Staff, by 4:30 p.m., Monday December 17, 2018.** Letters received after this date will not be considered.
- **Northwest Indian College (NWIC) is recruiting for: Facilities Maintenance Director, Residence Life Center On-Call Cook, Tutor, Eagle's Market Cashier, Account Payable Clerk, 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, 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 (P/T-14 hrs. per wk.), Speech & Language Pathologist, District Technology Coordinator, Vocational Education Advisor Grades 7-12, High School Girls C Squad Basketball Coach, Special Education Behavioral Specialist, Elementary Reading Interventionist Paraprofessional 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.**

- **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>, and indeed.com at www.indeed.com.
- **Idaho Dept. of Labor is hosting a Hiring Event-KFC (Kentucky Fried Chicken) KFC is looking to fill several position for their new location.**
Cooks
Front Counter/Team Members
Shift Manager(s)
Assistant Manager
Restaurant Manager
Dec. 4th
8:00 to 4:00
Idaho Department of Labor
Lewiston Office
1158 Idaho Street
Lewiston, ID



**Extended: 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 background 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 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. **Closing date 12/12/18.**