

~MARCH 04, 2019 ~



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/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 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 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 Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. 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 open until filled.** (Grade 15)

The Nez Perce Tribe's Office of Legal Counsel, headquartered in Lapwai, Idaho is recruiting for: **STAFF ATTORNEY HR-19-110** full-time. The Office of Legal Counsel consists of five (5) attorneys and three (3) support staff that provide the full range of legal services to the Nez Perce Tribe. The ideal candidate is comfortable handling litigation, transactional negotiations, project management, and strategic planning;



STAFF ATTORNEY HR-19-110 (CONTINUED)

is a team player; exercises sound judgment; possesses excellent research, writing, and oral communication skills; is able to analyze complex factual, legal, and policy issues, delve deeply into any area of law, and respond to the wide array of legal issues that require prompt and accurate analysis. Areas of emphasis for this position include federal Indian law, commercial transactions, employment law, and land matters. Applicants must have a Juris Doctorate degree from an accredited law school, be a member in good standing of a state bar, and must within one year, if hired, be admitted to the Idaho State Bar. Requires a minimum of one (1) year legal practice. The Nez Perce Tribe offers an attractive compensation package including medical and life insurance and 401(k) contribution. Applicant must pass a criminal background check with no convictions. Class/job description available at the NPT Human Resources Department. If you should have any questions about the position, contact Julie Kane, NPT Managing Attorney at (208) 843-7355. 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. **This position open until filled.** (Grade 28)

The Nez Perce Tribe Department of Social Services/Women's Outreach Program is recruiting for: **TWO (2) ADVOCATE OF SAFETY AND WELLNESS HR-19-118** full-time regular. The purpose of the class is to provide direct services, advocacy, and support for Warm Fires Resource Center participants and victims of domestic violence, dating violence, sexual assault, stalking while building community support and awareness of the Women's Outreach Program. This position is under the direct supervision of the Women's Outreach Program. Bachelor's degree in social work, sociology, social sciences, law enforcement, prosecutor's office, paralegal studies or closely related field, with two (2) years' experience in one of these or closely-related field required. Specialized work experience in prosecution/victim advocacy in domestic violence cases and/or tribal prosecutor's office experience preferred. Experience does not substitute education *OR* Associates degree in human or criminal justice field, law enforcement, prosecutor's office, paralegal studies or closely related field with four (4) years' experience working in one of these or closely-related fields required. Specialized work experience in prosecution/victim advocacy in domestic violence cases and/or tribal prosecutor's office experience preferred. Experience does no substitute education. Requires a background check to be completed within thirty (30) days of hire. Requires at least two (2) year's successful work experience in Social Work, Law Enforcement, a Prosecutor's Office or Court or closely related program. Must have familiarity with law enforcement, prosecutorial, and judicial processes and of local social service agencies and resources. Must be experienced in working with American Indian families and demonstrate successful advocacy and work experience in this field. Must have a positive work history. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19.** (Grade 13)

The Nez Perce Tribe Social Services Program/Children's Home is recruiting for: **LEAD RESIDENT MENTOR HR-19-119** full-time regular. To provide a safe, accountable, and consistent environment at all times by being responsible for all immediate care duties to children ages birth-17 referred to the Children's Home. Works according to procedures, including daily written reporting, complying with finance



LEAD RESIDENT MENTOR HR-19-119 (CONTINUED)

procedures, and performing daily activities and tasks to assist client with skill necessary to manage difficult behavior that may arise due to the high level needs of clientele served. Requires staff supervision, scheduling, training, strict confidentiality and the candidate must demonstrate a healthy lifestyle within the community. This position is under the immediate supervision of the Children's Home Director. Requires a High School Diploma/GED. Requires current CPR and First Aid certification within thirty (30) days of hire. Must be able to pass a criminal background check investigation prior to employment or within fifteen (15) days of hire. Requires three (3) years of experience dealing with children in group environments. Requires twelve (12) months administrative experience. Ability to complete Food Handlers certification with thirty (30) days of hire. Complete on-going in-service training with ninety (90) days of hire. Must be drug free and free from physical conditions, which might adversely affect performance as a child care provider in a twenty four (24) hour seven (7) days a week facility; and must submit to periodic or directed drug and/or alcohol testing. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19. (Grade 12)**

The Nez Perce Tribe Department of Fisheries Resource Management-Watershed is recruiting for seasonal positions to include: **WATERSHED RESTORATION TECHNICIAN(S) I HR-19-120, WATERSHED RESTORATION TECHNICIAN(S) II HR-19-121** To participate on a variety of watershed survey and restoration projects. Field duties may include participation on one (1) or some of the following project types: fisheries and stream habitat surveys; culvert and road surveys; culvert replacement and road removal implementation; weed inventory and treatment; and riparian planting. Office duties may include compiling and recording data. **TECHNICIAN I (Grade 9)** Requires high school diploma/GED. **TECHNICIAN II (Grade 11)** Requires two (2) years of college education (48 credits) and one (1) year of work experience to project needs, and six (6) months leadership experience. Applicants may express preference for type of restoration work. Field work will be based out of Lapwai, ID, and Powell, ID (duty location), and camping and/or working in remote locations may be required. 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **These positions close 3/8/19.**

The Nez Perce Tribe Department of Fisheries Resource Management-Watershed is recruiting for seasonal positions to include: **WATERSHED RESTORATION SPECIALIST(S) I HR-19-122** to participate on a variety of watershed survey and restoration projects. Field duties may include leading field crews, field work logistics and planning, participation on one or some of the following project types: fisheries and stream habitat surveys; culvert and road surveys; culvert replacement and road removal implementation; weed inventory and treatment (weed treatment applicators license or ability to obtain preferred); and riparian planting. Must have excellent oral and written communication skills; report writing, data analysis and interpretation may be required. Office duties may also include developing restoration plans, obtaining environmental compliance for restoration projects, project implementation monitoring and reporting, grant writing and project development, project coordination with the project leader, and technical coordination



WATERSHED RESTORATION SPECIALIST(S) | HR-19-122 (CONTINUED)

with outside agencies. Requires a B.S. degree in Fisheries or closely related field. Field work will be based out of Lapwai, ID, McCall, ID., and Powell, ID (duty location), and camping and/or working in remote locations may be required. 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **These positions close 3/8/19. (Grade 17)**

The Nez Perce Tribe Department of Law & Justice is recruiting for: **HEALING TO WELLNESS COURT PROBATION OFFICER I/OFFICE SPECIALIST I HR-19-114** full-time. To supervise and monitor juvenile offender compliance with the conditions of the Juvenile Healing to Wellness Court (JHTWC) set by the court orders. Provides clerical support and assistance to the Probation Office working within a broad policy and organizational guidelines. The position is supervised by the Probation Supervisor. General duties include: Assesses the needs of walk-in probation clients and directs them to the appropriate staff in order to address their concerns; receives and directs telephone calls and relays messages to others, maintaining accuracy and confidentiality; answers basic inquiries made by the clients pertaining to the services provided; maintains Outlook calendars, schedules meetings and training as needed; develops and maintains new filing system for Probation Office; creates, maintains and enters client information in electronic and physical files. Assists probationers to identify community resources to achieve and maintain sobriety as well as education/training/employment resources; conducts pre-sentence interview and prepare reports containing required personal assessment information and sentencing recommendations for JHTWC. Requires an Associate's degree in criminal justice or related field, or substitution of certificate of completion in Probation, Law Enforcement, Misdemeanor Probation training or Police Officer POST Academy certification. Three years of relevant experience is equivalent to one (1) year of college. One (1) year successful experience in a law enforcement or judicial environment as a probation officer preferred. Requires six (6) months leadership experience. Experience writing detailed report with supporting rationale for recommendations made. Must have experience working with youth and adults. Must have working knowledge of the tribal justice system. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19. (Grade 11)**

The Nez Perce Tribe Department of Information Systems is recruiting for: **TELECOMMUNICATION TECHNICIAN I HR-19-113** full-time. To provide, install and maintain telecommunications systems. Responsible for the tribal government telephone system and computer network lines. Works within a general outline of work to be performed, developing work methods and sequences under the general supervision. Essential Tasks include; Installs new telephone and computer network lines according to work requests; repairs and maintains existing lines; assists in the repairs or maintenance of telephones, switchboards, and other telecommunications equipment and systems; provides supervision and direction for cable technicians and other assigned staff; performs routine clerical tasks, such as filling out purchase requests, record keeping and filing; assists in the training of other employees regarding the use of telecommunications systems; attend staff meeting to exchange information; attends in-service training and



TELECOMMUNICATION TECHNICIAN I HR-19-113 (CONTINUED)

technical or professional classes or seminars to improve technical professional skills. Requires education and training equivalent to two (2) years of college education in telecommunications or a closely related field. Requires one (1) year experience in telecommunications plus six (6) months of fiber optic experience. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19.** (Grade 12)

Open to ALL qualified applicants: (General Public)

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 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 Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that



POLICE OFFICER (ENTRY LEVEL) HR-18-187 (CONTINUED)

reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. 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 15)

The Nez Perce Tribe's Office of Legal Counsel, headquartered in Lapwai, Idaho is recruiting for: **STAFF ATTORNEY HR-19-110** full-time. The Office of Legal Counsel consists of five (5) attorneys and three (3) support staff that provide the full range of legal services to the Nez Perce Tribe. The ideal candidate is comfortable handling litigation, transactional negotiations, project management, and strategic planning; is a team player; exercises sound judgment; possesses excellent research, writing, and oral communication skills; is able to analyze complex factual, legal, and policy issues, delve deeply into any area of law, and respond to the wide array of legal issues that require prompt and accurate analysis. Areas of emphasis for this position include federal Indian law, commercial transactions, employment law, and land matters. Applicants must have a Juris Doctorate degree from an accredited law school, be a member in good standing of a state bar, and must within one year, if hired, be admitted to the Idaho State Bar. Requires a minimum of one (1) year legal practice. The Nez Perce Tribe offers an attractive compensation package including medical and life insurance and 401(k) contribution. Applicant must pass a criminal background check with no convictions. Class/job description available at the NPT Human Resources Department. If you should have any questions about the position, contact Julie Kane, NPT Managing Attorney at (208) 843-7355. 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. **This position open until filled.** (Grade 28)

The Nez Perce Tribe Department of Law & Justice is recruiting for: **HEALING TO WELLNESS COURT PROBATION OFFICER I/OFFICE SPECIALIST I HR-19-114** full-time. To supervise and monitor juvenile offender compliance with the conditions of the Juvenile Healing to Wellness Court (JHTWC) set by the court orders. Provides clerical support and assistance to the Probation Office working within a broad policy and organizational guidelines. The position is supervised by the Probation Supervisor. General duties include: Assesses the needs of walk-in probation clients and directs them to the appropriate staff in order to address their concerns; receives and directs telephone calls and relays messages to others, maintaining accuracy and confidentiality; answers basic inquiries made by the clients pertaining to the services provided; maintains Outlook calendars, schedules meetings and training as needed; develops and maintains new filing system for Probation Office; creates, maintains and enters client information in electronic and physical files. Assists probationers to identify community resources to achieve and maintain sobriety as well as education/training/employment resources; conducts pre-sentence interview and prepare reports containing required personal assessment information and sentencing recommendations for JHTWC. Requires an Associate's degree in criminal justice or related field, or substitution of certificate of completion in Probation, Law Enforcement, Misdemeanor Probation training or Police Officer POST Academy certification. Three years of relevant experience is equivalent to one (1) year of college.



**HEALING TO WELLNESS COURT PROBATION OFFICER I/OFFICE SPECIALIST I HR-19-114
(CONTINUED)**

One (1) year successful experience in a law enforcement or judicial environment as a probation officer preferred. Requires six (6) months leadership experience. Experience writing detailed report with supporting rationale for recommendations made. Must have experience working with youth and adults. Must have working knowledge of the tribal justice system. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19.** (Grade 11)

The Nez Perce Tribe Department of Information Systems is recruiting for: **TELECOMMUNICATIONS TECHNICIAN I HR-19-113** full-time. To provide, install and maintain telecommunications systems. Responsible for the tribal government telephone system and computer network lines. Works within a general outline of work to be performed, developing work methods and sequences under the general supervision. Essential Tasks include; Installs new telephone and computer network lines according to work requests; repairs and maintains existing lines; assists in the repairs or maintenance of telephones, switchboards, and other telecommunications equipment and systems; provides supervision and direction for cable technicians and other assigned staff; performs routine clerical tasks, such as filling out purchase requests, record keeping and filing; assists in the training of other employees regarding the use of telecommunications systems; attend staff meeting to exchange information; attends in-service training and technical or professional classes or seminars to improve technical professional skills. Requires education and training equivalent to two (2) years of college education in telecommunications or a closely related field. Requires one (1) year experience in telecommunications plus six (6) months of fiber optic experience. 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 (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/8/19.** (Grade 12)


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!!

- **The Nez Perce Tribal Enterprise Board is accepting letters of interest to fill one (1) vacancy on the Enterprise Board.** The applicants must be 18 years of age or older and enrolled a Nez Perce



Tribal member. A Bachelor's of Science degree in Business, Management, Administrative or related field preferred. Preference will be given to those who have prior experience owning or operating a business, knowledge of tribal economic and business development, and/or tribal enterprises. The first vacancy will expire at the Fall General Council 2019. For additional information please contact the Enterprise Office at (208) 843-7407. **Please submit a letter of interest no later than 3/7/19 by 4:00 p.m.** to the Enterprise Executive Office, 17825 Nez Perce Road, Lewiston, ID. 83501. Selection will be made during a special board meeting on March 12, 2019 and forwarded to NPTEC for their concurrence.

- **The Nez Perce Tribal Employment Rights Office (TERO) is seeking Tribal members who are skilled in the following types of jobs:** Asphalt experienced workers, rock crusher w/stock piling experience, Guardrail removal and installation experience, CDL w/Medical Card and endorsements, Sign removal and installation, Tree Planting, Seedling Protection and Herbicide Applicator, Laborers in construction, Laborers with experience with MSE wall and gabion baskets, lead carpenters, carpenters, flaggers with a valid certification and current card, concrete finishers, heavy equipment operators with at least 3 years of verifiable experience, Iron Workers with certification, for upcoming projects in 2019-2020. Must have a current 2019 Skills Bank Application with TERO and be signing in at least once a week for the type of work you are seeking. Must list experience and previous job duties, if you have a valid driver's license and all jobs require drug testing prior to employment. Must have a working contact phone number listed. Training and Certification opportunities for Tribal Members who want to make a career in the construction field are available and are dedicated for personal growth in their chosen field. There will be opportunities for Certified Indian Businesses (CIB) who are approved by the Tribal Employment Rights Commission (TERC) for the Nez Perce Tribe and registered with the TERO office. Please contact the TERO office at (208) 843-7363 or stop by the TERO office for more information. **Closing date 3/15/19.**
- **Avista Corporation is recruiting for: Apprentice Lineman (9 positions).** Applicants for apprenticeship must be age 18 or older, hold a valid Class A Commercial Driver's License, and hav at least 6-months of utility or related construction experience, or have graduated from an electric line school. Selected applicants will participate in additional classroom testing (1 day) and filed performance evaluations (1-3 days) as part of the application process at Avista's Jack Stewart Training Center in Spokane, WA. For more information and how to apply go to <https://myavista.com/about-us/our-company/working-at-avista>. **Closing date 3/10/19.**
- **Avista Corporation is recruiting for: Student Meter Reader (Temporary-2 positions), Sr. Manager Network Engineering, Communications Manager, Security Operations Analyst, and an HVAC Tech. I.** For more information and how to apply go to <https://myavista.com/about-us/our-company/working-at-avista>. **Closing dates vary with positions and locations.**
- **Northwest Indian College (NWIC) is recruiting for the following: Early Learning Center Director (F/T, 12 months), Early Learning Center Lead Teacher (F/T, 10.5 months), Early Learning Center On-Call Substitute, Math Instructor (P/T) Lummi Main Campus, and Math Instructor (P/T) Muckleshoot Site.** For more information and how to apply go to www.nwic.edu/jobs. **Closing dates vary with positions and locations.**

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- **Lapwai School District is recruiting for the following: Academic Advisor-Grades 6-12 (Grant Funded), 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.**
 - **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.

**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 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 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. **Open until filled.**



JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!

Supervisory & Non-supervisory positions available in

Nez Perce County, ID

\$13.50 - \$15.00 per hour

JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!

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2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
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For more information or help applying, please call


The U.S. Census Bureau is an Equal Opportunity Employer

1-855-JOB-2020 (1-855-562-2020)

Nez Perce Tribe has openings for Three New VISTA Members

What is AmeriCorps VISTA, VISTA is the acronym for Volunteers In Service to America and resides under the Corporation for National & Community Service (CNCS) agency. The three New VISTA Members will be selected for either the Grants Management VISTA member, I-Vision Youth VISTA member or the Senior Citizen VISTA member. The Nez Perce Tribe Grants Management Program VISTA member will work on capacity building projects, grant management projects, training and grant writing improvements. The I-Vision Youth VISTA member will be working on recruiting volunteers to work on projects that benefit our youth. The Senior Citizen VISTA member will be working with the Senior Citizen Program on recruiting volunteers that assist our elders, providing training and education to volunteers and elders and working on capacity building projects for the Senior Citizens. AmeriCorps VISTA members are not Nez Perce Tribe employees, they are recruited, hired and paid by AmeriCorps funding. VISTA members are volunteers, they are paid living allowance, and benefits include 10 paid vacation days, 10 paid sick leave days and 10 paid holidays. VISTA members are considered federal employee status, they are great resume builders, and they demonstrate leadership skills and are at service to the community. If you would like to be an AmeriCorps VISTA member for any of the three VISTA members please apply for one or all three openings. Interested applicants can review the links below to learn about AmeriCorps Program at <https://www.nationalservice.gov/programs/ Americorps>. and all the programs that reside under AmeriCorps that include NCCC, VISTA and State & National. If you would like to be a part of this great initiative,





learn valuable job & training skills, gain on-the-job experience and, at the end of service, choose from either an education award up to \$6,095 or a cash stipend of \$1,800. Please click the following link at <https://my.americorps.gov/mp/listing/search.do>? You will need to register and create a new account before you could apply for the position. **Please contact Anthony Broncheau with any questions at (208) 621-3832 or by email at anthonyb@nezperce.org for any more details. Thank you**