

~JUNE 10, 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.

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,




BUS/VAN DRIVER HR-18-104 (KAMIAH) (CONTINUED)

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



PROGRAM ASSISTANT(S) HR-18-182 (KAMIAH) (CONTINUED)

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 Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-19-133 (LAPWAI)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. 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



COOK HR-19-133 (LAPWAI) (CONTINUED)

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 5)

Extended: The Nez Perce Tribe Department of Information Systems is recruiting for: **COMPUTER TECHNICIAN I HR-19-130** full-time regular. Provide technical support for computer, networking and telecommunication applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Repairs computer equipment and peripherals; performs preventive maintenance on telecommunications equipment; Gathers and compiles information to be used by others; Completes routine clerical or administrative tasks such as data entry and word processing. Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in Computers or a closely related field. Requires one (1) year 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **The position is open until filled.** (Grade 12)

The Nez Perce Tribe Department of Finance is recruiting for: **PAYROLL CLERK HR-19-146** full-time regular. To maintain accurate payroll records. Responsible for data entry, document preparation, and customer service. Work according to set procedures under supervision of the Payroll Supervisor. Prepares financial documents for entry into computerized record management system; maintains accurate and complete files and records for all assigned accounts. Reviews pay and leave record, and other types of accounting records for accuracy and completeness; corrects and edits documents to maintain accurate accounting data and ensure funds are routed correctly. Requires a High School Diploma/GED, or specialized vocational training. Requires six (6) months experience in accounting. 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 6/21/19.** (Grade 8)

The Nez Perce Tribe Department of Natural Resources/Water Resources Division is recruiting for: **PROFESSIONAL II/BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR HR-19-145** full-time regular. To write, manage, and complete deliverables on multiple grants, conduct and oversee environmental site assessments, as well as other groundwater supply and geological challenges. Successful candidate will participate in 24-hr on-call HAZMAT team response to petroleum and chemical spills. Position requires a bachelor's degree in either geology, hydrology, or related field (M.S. preferred), excellent written and oral communication skills, and a proven record of accomplishment in grant writing. The position requires candidate to either have current OSHA 40-hr HAZWOPER certification or the ability to become trained within three months. Experience with environmental site assessments and remediation of properties contaminated with petroleum and hazardous substances is preferred. Candidate must have the ability to work both independently and cooperatively with professionals in both the public and private



**PROFESSIONAL II/BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR HR-19-145
(CONTINUED)**

sectors. Experience does not substitute for degree. Requires three (3) years related professional experience or one (1) year professional experience with Master's degree. Experience must be at a professional level. Requires one (1) year supervisory experience. Please provide 1-2 page cover letter demonstrating writing ability elaborating on the qualifications and interest of the position, resume, three (3) letters of references and college transcripts. 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 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 19)

The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **TRIBAL TOBACCO CONTROL OUTREACH WORKER HR-19-147** part-time regular. Requires excellent organizational and multi-tasking skills to implement the comprehensive tobacco control outreach/prevention objective for the program's multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on impact of commercial tobacco use on tribal populations and understanding of traditional tobacco values. Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communication skills, highly motivated and have the ability to work independently and cooperatively with others. Associates degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in health, education, or social work, or closely related field preferred. Requires one (1) year administrative experience. Three (3) years' experience in related field and one (1) year supervisory experience preferred. 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 6/21/19.** (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 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



LEAD RESIDENT MENTOR HR-19-119 (CONTINUED)

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 6/24/19.** *(Grade 12)*

The Nez Perce Tribe Department of Social Services is recruiting for: **CHILD PROTECTION RESOURCE CASEWORKER I HR-19-148** full-time regular. The purpose of the class is to investigate child abuse or neglect cases. Responsible for conducting investigations, making referrals, and providing intervention resources to children at-risk of entering the child protection system. The incumbent of this position is responsible for the protection of Nez Perce Children, family preservation and brokering resources to children and their families. Will provide risk assessment, intake, and investigation referrals, dealing with abuse and neglect. Will be responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Will assist in training and supervising in the department. Will be responsible for reporting and grant administration. Requires Bachelor's degree in Social Work, Counseling, Psychology, or a closely relate field. Requires one (1) year of Social Work or Investigative experience working with children and families. 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 6/24/19.** *(Grade 14)*

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **WATER EXCHANGE/HANFORD PROJECT LEADER IV HR-19-149** full-time position located in Lapwai, Idaho. Water Exchange responsibilities include promoting, implementing, and advancing Water Exchange projects to benefit in-stream flows for fish to include, but not limited to, the Lewiston Orchards Project and projects in NE Oregon, such as the Westside-Polley Allen Ditch Consolidation and Wallowa Lake Dam. Hanford responsibilities include tracking, coordinating, and writing reports in relation to the Hanford Natural Damage Resource Assessment in SE Washington. Tasks/expectations include writing multiple grant proposals, statements or work, and annual reports, developing and managing multiple budgets, and Tribal representation at multiple stakeholder meetings. Position funding is year-by-year. Pursuing and securing funds on an annual basis is required to maintain FTE status. Position requires a high level of coordination with private, local, state, federal, and tribal entities to include, but not limited to, the NOAA Fisheries, Lewiston Orchards Irrigation District, US Bureau of Reclamation, Wallowa Resources, The Freshwater Trust, Trout Unlimited, and Nez Perce Tribal Divisions Water Resources, ERWM, and OLC. Knowledge and experience with habitat restoration is required and instream flow, water policy/law, and water chemistry preferred. Applicant must be highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written, and report writing. Requires Bachelor's degree in related field (Master's preferred) to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. Requires four (4) years professional experience (two (2) years with a Master's degree) and two (2) years of supervisory experience. Class/job description available at the



WATER EXCHANGE/HANFORD PROJECT LEADER IV HR-19-149 (CONTINUED)

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. **This position closes 6/24/19.** *(Grade 21)*

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **LAPWAI CREEK PROJECT LEADER IV HR-19-150** full-time position located in Lapwai, Idaho. Primary duty is to promote, implement, and advance a comprehensive stream/fish habitat, riparian, and watershed restoration, protection and monitoring effort. Projects may include, but not be limited to, fish/habitat surveys, stream/floodplain reconstruction, riparian restoration, post-assisted log structures, and weed inventory and treatment. Tasks/expectations include: on-the-ground project identification, prioritization, and development (includes obtaining all NEPA, ESA consultation, and permits required); writing multiple grant proposals, statements of work, and annual reports; developing and managing multiple budgets; project RFP and contract development and administration; and supervising project staff. Position requires a high level of coordination with private, local, state, federal, and tribal entities to include the Bonneville Power Administration, Idaho Department of Transportation, NPT Water Resources and Land Services, Army Corps of Engineers, and the Nez Perce Soil and Water Conservation District. Knowledge and experience with habitat restoration is required and river geomorphology and GIS highly preferred. Applicant must be highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written, and report writing. Requires Bachelor's degree in related field (Master's preferred) to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. Requires four (4) years professional experience (two (2) years with a Master's degree) and two (2) years of supervisory experience. 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 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. **This position closes 6/24/19.** *(Grade 21)*

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **LOWER SOUTH FORK CLEARWATER PROJECT LEADER IV HR-19-151** full-time position located in Lapwai, Idaho. Primary duty is to promote, implement, and advance a comprehensive stream/fish habitat, riparian, and watershed restoration, protection and monitoring effort. Projects may include, but not be limited to, fish/habitat surveys, stream/floodplain reconstruction, riparian/wetland restoration, fish passage, road decommissioning/improvements, and weed inventory and treatment. Tasks/expectations include on-the-ground project identification, prioritization, and development (includes obtaining all NEPA, ESA consultation, and permits required); writing multiple grant proposals, statements of work, and annual reports; developing and managing multiple budgets; project RFP and contract development and administration; and supervising project staff. Position requires a high level of coordination with private, local, state, federal, and tribal entities to include the Bonneville Power Administration, US Forest Service, Bureau of Land Management, and the Idaho Department of Transportation. Knowledge and experience with habitat restoration is required and river geomorphology and GIS highly preferred. Applicant must be



LOWER SOUTH FORK CLEARWATER PROJECT LEADER IV HR-19-151 (CONTINUED)

highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written, and report writing. Requires Bachelor's degree in related field (Master's preferred) to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. Requires four (4) years professional experience (two (2) years with a Master's degree) and two (2) years of supervisory experience. 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 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. **This position closes 6/24/19.** (Grade 21)

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **LOCHSA RIVER WATERSHED RESTORATION SPECIALIST II HR-19-152** full-time position located in Powell, Idaho. Primary duty includes assisting the Project Leader in promoting, implementing, and advancing a comprehensive stream/fish habitat, riparian, and watershed restoration, protection and monitoring effort. Projects may include, but not limited to, ecosystem assessments, fish passage, stream/riparian/meadow restoration, road decommissioning/improvement, large woody debris installation, noxious weed treatment, and monitoring and evaluation. Tasks/expectations include data collection/analysis, grant and report writing, project design/cost-estimates, permitting, contracting, project implementation and contract administration, agency coordination/outreach, and report writing. Knowledge and experience with GIS is highly preferred. Applicant must be highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written, and report writing. Requires Bachelor's degree in related field (Master's preferred) to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. Requires three (3) years professional experience (one-year Master's degree) and one (1) year of supervisory experience. 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 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. **This position closes 6/24/19.** (Grade 19)

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **LAPWAI CREEK WATERSHED RESTORATION SPECIALIST I HR-19-153** full-time position located in Lapwai, Idaho. Primary duty includes working on a variety of stream/fish habitat, riparian, and watershed restoration, protection and monitoring projects that may include, but not be limited to, fish/habitat surveys, stream/floodplain reconstruction, riparian restoration, post-assisted log structures, and weed inventory and treatment (weed treatment applicators license preferred). Tasks/expectations include: coordinating field logistics and work and supervising field crews; developing restoration plans; project implementation monitoring and reporting; technical coordination with outside agencies; assisting in obtaining environmental compliance (NEPA, ESA, cultural, and permits) for restoration projects, contract administration, and grant and report writing. Technical experience, demonstrated leadership, and knowledge and experience with GIS is preferred. Applicant must be highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written. Requires



LAPWAI CREEK WATERSHED RESTORATION SPECIALIST I HR-19-153 (CONTINUED)

Bachelor's degree in related field to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. 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 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. **This position closes 6/24/19.** (Grade 17)

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **LOLO CREEK/SELWAY RIVER WATERSHED RESTORATION SPECIALIST I HR-19-154** full-time position located in Lapwai, Idaho. Primary duty includes working on a variety of stream/fish habitat, riparian, and watershed restoration, protection and monitoring projects that may include, but not be limited to, fish/habitat surveys, stream/floodplain reconstruction, riparian restoration, post-assisted log structures, and weed inventory and treatment (weed treatment applicators license preferred). Tasks/expectations include: coordinating field logistics and work and supervising field crews; developing restoration plans; project implementation monitoring and reporting; technical coordination with outside agencies; assisting in obtaining environmental compliance (NEPA, ESA, cultural, and permits) for restoration projects, contract administration, and grant and report writing. Technical experience, demonstrated leadership, and knowledge and experience with GIS is preferred. Applicant must be highly motivated, possess strong ability to cooperate and work with others, and have excellent communication skills, both oral and written. Requires Bachelor's degree in related field to include watershed sciences, fisheries biology/resources, ecology, geomorphology, environmental engineering, hydrology, natural resources, or other closely related field. 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 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. **This position closes 6/24/19.** (Grade 17)

The Nez Perce Tribe Department of Fisheries Resource Management is recruiting for: **FISHERIES TECHNICIAN II HR-19-155** full-time regular. This position is located in Joseph, Oregon. Will work on Imnaha Basin steelhead and Lostine River Chinook salmon. Duties include adult fish trapping, fish identification, fish marking, equipment maintenance, data recording, and data validation. Duties also include salmon and steelhead spawning ground surveys, laboratory work, and supervision of technician I staff. Must be highly motivated and have the ability to work cooperatively with others. Requires two (2) years of college education (48 credits), one (1) year of work experience to project needs, and six (6) months leadership experience. Three (3) years of relevant experience equivalent to one (1) year of college. 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 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. **This position closes 6/24/19.** (Grade 11)




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 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 Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-19-133 (LAPWAI)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal,



COOK HR-19-133 (LAPWAI) (CONTINUED)

state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. 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 5)

Extended: The Nez Perce Tribe Department of Information Systems is recruiting for: **COMPUTER TECHNICIAN I HR-19-130** full-time regular. Provide technical support for computer, networking and telecommunication applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Repairs computer equipment and peripherals; performs preventive maintenance on telecommunications equipment; Gathers and compiles information to be used by others; Completes routine clerical or administrative tasks such as data entry and word processing. Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in Computers or a closely related field. Requires one (1) year 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **The position is open until filled.** (Grade 12)

The Nez Perce Tribe Department of Natural Resources/Water Resources Division is recruiting for: **PROFESSIONAL II/BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR HR-19-145** full-time regular. To write, manage, and complete deliverables on multiple grants, conduct and oversee environmental site assessments, as well as other groundwater supply and geological challenges. Successful candidate will participate in 24-hr on-call HAZMAT team response to petroleum and chemical spills. Position requires a bachelor's degree in either geology, hydrology, or related field (M.S. preferred), excellent written and oral communication skills, and a proven record of accomplishment in grant writing. The position requires candidate to either have current OSHA 40-hr HAZWOPER certification or the ability to become trained within three months. Experience with environmental site assessments and remediation of properties contaminated with petroleum and hazardous substances is preferred. Candidate must have the ability to work both independently and cooperatively with professionals in both the public and private sectors. Experience does not substitute for degree. Requires three (3) years related professional experience or one (1) year professional experience with Master's degree. Experience must be at a professional level. Requires one (1) year supervisory experience. Please provide 1-2 page cover letter demonstrating writing ability elaborating on the qualifications and interest of the position, resume, three (3) letters of



**PROFESSIONAL II/BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR HR-19-145
(CONTINUED)**

references and college transcripts. 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 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 19)**

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 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 6/24/19. (Grade 12)**

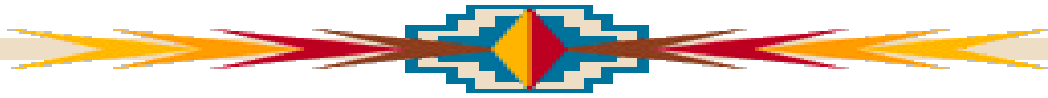
To apply: Recruitments for *Entry Level Positions (Grade 15 and below)* will require a completed Tribal application only. Recruitments for *Professional Positions (Grade 16 and above)* will require a completed Tribal application and resume. **Please submit one application per position:**

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**

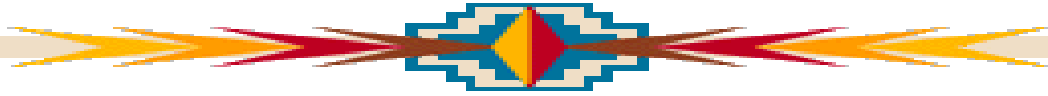
EMPLOYMENT OPPORTUNITIES!!

- **Department of Housing & Urban Development /Northwest Office of Native American Programs Northwest is recruiting for: Grant Management Specialist.** There are two positions in Anchorage,



AK and one position in Seattle, WA. Acts as a government technical monitor and participates in government technical evaluation panels and pre-proposal conferences. Responsible for a narrow scope of contracting activities and/or assisting the GTR in monitoring cost, schedule and performance parameters for assigned ONAP contracts; Participates in the preparation of cost estimates, statements of work, reporting requirements, proposal instructions and evaluation criteria; Conducts market research and provides advice on any matters concerning solicitation and the reasonable need for proposed costs; Assists GTR in obtaining necessary approvals and clearances; Primarily responsible for managing relationships with participating tribally designated housing entities (TDHE), Indian tribes, and others involved in the administration of all applicable programs; Makes decisions and recommendations in consultation with the AO Grants Management Division Director; Implements national policies, standards, procedures and guidelines with regard to the grants administration of all applicable programs. For more information and how to apply go to www.jobs.com. Announcement # 19-HUD-993-P. **Closing date 6/13/19.**

- **Columbia River Inter-Tribal Fish Commission (CITFC) is recruiting for: 2019 Salmon Camp Nez Perce Tribal Member Counselors (4 positions).** Salmon Camp is a component of the Columbia River Inter-Tribal Fish Commission's Tribal Workforce Development program. The annual camp focuses on providing culturally relevant science, technology, engineering, and mathematics (STEM) experiences to foster an interest in natural resources careers for Native American youth. The Nez Perce Tribe will host Salmon Camp on August 11-17, 2019 at Camp Wittman, just south of Lapwai, Idaho. Youth will participate in hands-on activities exploring the salmon life cycle, watershed health, and food webs. They will have opportunities to speak with tribal elders, community leaders, and professionals about tribal histories, educational opportunities, and career paths. Counselors will be responsible for the safety, health and wellbeing of 20 middle school youth attending Salmon Camp for seven days; Supervise and ensure the safety, health and wellbeing of the 2 high school youth participating as Junior Counselors for seven days; Address behavioral issues with youth and make recommendations on course of action; Coordinate games and other group activities; and provide support to camp staff to ensure program objectives and goals are met. **The application for the Camp Counselor positions are due June 21, 2019.** For more information and how to apply for the Salmon Camp Counselor go to <https://www.critfc.org/blog/workforce/salmon-camp-counselor/>.
- **AVISTA Corporation is recruiting for: Terrestrial Program Leader, Security Analyst, External Reporting Analyst, Journeyman P/C Mtr Tech 2, and Pre-Apprentice Hydro Operators (temp. up to 6 months).** 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.**
- **NPTH (Nez Perce Tribal Housing Authority) is recruiting 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 & managing projects, possess valid driver's license and be insurable. Excellent writing, mathematical and organizational skills. Indian Preference will apply/excellent benefits. Submit NPTH employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540. More information and job description: (208) 843-2229. **Open until filled.**



- **Lapwai School District is recruiting for the following: High School Math Teacher, College & Career Readiness Teacher, Elementary Interventionist, Elementary Cook, High School Secretary, Athletic Director-part time, High School Boys Varsity Basketball Coach, High School Assistant/JV Head Coach, and an High School Boys Assistant/C Squad Head Coach.** Applications can be found on our website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 201. **Positions are open until filled.**
- **Nightforce Optics is recruiting for: CNC Machinist (2nd Shift), Computer/Electrical Engineer, Optical Engineer. Quality Control Inspector (2), and a Software Engineer.** For more information and how to apply go to <http://nightforceoptics.applicantpro.com/jobs/>. **Open until filled.**
- **Columbia River Inter-Tribal Fish Commission (CRITFC) is recruiting for: Accounting Technician/Staff Accountant (2 positions), Information Technology (IT) Specialist, and a Library Technician** For more information and how to apply go to www.critfc.org. **Closing dates vary with positions and locations.**
- **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.
- **Council for Tribal Employment Rights (CTER) is accepting 2019 ITCHE SHIKAAKE scholarship application.** The 2019 ITCHE SHIKAAKE Scholarship is a one-time award of \$2,000.00, and will be awarded at the Annual National TERO Convention at Coeur d'Alene Casino Resort Hotel, 37914 S Nukwalqw St, Worley, ID 83876. Criteria for applying is **1.** Must be enrolled in a Federally Recognized Tribe, and/or a member of a Tribe or entity that operates a TERO Program. A copy of Tribal Enrollment Card and a copy of Tribal Membership number must be attached with the application. **2.** Must have a letter of acceptance from the university, college, junior college, technical, vocational school you will attend; must be currently enrolled and/or accepted at time of this application. **3.** Must be currently enrolled in school and have a three (3.0) grade point average (GPA). Applicant may be a High School graduate in the Spring Semester of 2019. **4.** A current official school transcript must be submitted with this application. **5.** Must attach three (3) letters of references with this application. **6.**



A one-page narrative of applicants educational and career goals must be submitted with this application. **Applications must be postmarked & submitted by July 1, 2019** to Council for Tribal Employment Rights, c/o APT Bookkeeping, P.O. Box 1629, Veradal, WA 99037. Fax: (509) 931-6100; email: cterape@gmail.com. For more information please visit their website at www.councilfortribalemploymentrights.org/. Once you go to website go to events 2019 CTER National TERO Conference at the Coeur D' Alene Casino Resort Hotel.