

~AUGUST 26, 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 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



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

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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 15)**

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 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 19)**

The Nez Perce Tribe Dept. of Child Support Enforcement Program (CSEP) is recruiting for: **PROSECUTOR/ATTORNEY HR-19-156** full-time regular. To provide civil attorney and prosecution services for the Child Support Enforcement Program. Represent the Nez Perce Tribe in Child Support Enforcement and juvenile cases before the Nez Perce Tribal Court, including but not limited to case review, trial preparation, legal research and witness interviews. Prosecute and enforce Tribal Child Support Enforcement civil regulatory law, both as contained in the Nez Perce Tribal Code; and orders of the Tribal Court. Coordinate prosecutorial efforts with Child Support Enforcement Program, Social Service programs, law enforcement agencies and other prosecutor's offices. Requires a Juris Doctorate or Bachelor of Law (LLB) degree



## PROSECUTOR/ATTORNEY HR-19-156 (CONTINUED)

from an accredited law school (please submit copy). Requires active membership in a state bar association in good standing. Requires one (1) year experience in prosecution or criminal defense. Experience with child support to sovereignty and child 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 20)

The Nez Perce Tribe Department of Education/ECDP Program is recruiting for: **CUSTODIAN HR-19-162 (LAPWAI)** full-time regular. Responsible for cleaning all ECDP buildings and premises according to procedures, checklists, and general supervision of the Health & Safety Specialist. Ensures all ECDP buildings and premises including storage sheds are locked on a daily basis. Maintains entranceways to buildings, including sidewalks and trash. Maintain ECDP grounds and playground year-round. Requires handling or using machines or equipment. Requires six (6) months experience in the custodial or general maintenance field. Requires High School Diploma/GED. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 3)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-19-163 (LAPWAI)** full-time position August through May (nine (9) months), thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)

The Nez Perce Tribe Department of Information Systems is recruiting for: **CABLE TECHNICIAN III HR-19-166** This position will be four (4) ten, (10) hour days; Friday, Saturday, Sunday and Monday, and



### CABLE TECHNICIAN III HR-19-166 (CONTINUED)

work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Requires one (1) year experience in cable installation, six (6) months supervision, six months tower climbing with certification, and six months software data entry. 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. **Open until filled.** (Grade 10)

**Re-Advertise:** The Nez Perce Tribe Natural Resource Department/Cultural Resources Program is recruiting for: **PROJECT MANAGER I HR-19-141** This is a year round **part-time regular** position. In this capacity, the position is responsible for managing archaeological and ethnographic contracts and grants for projects conducted by the Cultural Resource Program. Will work primarily in the office, managing budgets, invoicing, scheduling work crew, etc., and generally ensuring that projects are completed on time and on budget. Will work closely with the Tribe's Finance Department to ensure that budgets and accounts are up-to-date. May also occasionally assist other cultural resource staff with research, data management, or reporting. Requires Bachelor's degree in related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for degree. Technical experience in related field preferred; demonstrated leadership experience preferred. 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. **The position closes 8/30/19.** (Grade 17)

The Nez Perce Tribe Department of Information Systems is recruiting for: **CABLE TECHNICIAN III HR-19-168** full-time regular. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Requires one (1) year experience in cable installation, six (6) months supervision, six months tower climbing with certification, and six months software data entry. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug





### CABLE TECHNICIAN III HR-19-168

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. **Open until filled.** (Grade 10)

The Nez Perce Tribe Social Services Program is recruiting for: **RESIDENT MENTOR HR-19-169** full-time regular. To provide safe, accountable and consistent environment at all times, by being responsible for all immediate care duties to children ages birth to seventeen (17) years old that are referred to the Children's Home. Works according to procedures, including daily written report writing, complying with finance procedures, and performing daily activities and tasks to assist client with social, emotional, and physical growth. Complying with program procedures as well as developing the skills necessary to manage difficult behavior that may arise due to the high level needs of clientele served. Also requires strict confidentiality and the candidate must demonstrate a healthy lifestyle within the community. This position is under the immediate supervision of the Director of Indian Child Welfare. Room and Board provided while on duty, with clients(s). Requires High School Diploma or GED. Requires one (1) year of experience working with children in group environments. Knowledge of Native cultures, community needs, problems, resources, and sensitivity to diverse cultures and community standards. Knowledge and ability to provide nutritious meals on a daily basis. Excellent communication skills, both verbal and written, ability to develop and present clear reports and meet deadlines. Ability to establish and maintain positive working relationships with internal and external programs and/or agencies. Must have a positive work history. Must be able to pass a criminal background investigation prior to employment or within ninety (90) days of hire, negative TB test, tri-annual physical, and negative urine analysis (random testing throughout employment). Must possess and maintain First Aid, CPR and Automated External Defibrillator (AED) certification with ninety (90) days of employment. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **This position closes 8/30/19.** (Grade 8)

The Nez Perce Tribe Natural Resources/Forestry & Fire Management Division is recruiting for: **SELF LOADER OPERATOR/DRIVER HR-19-170** full-time regular. To coordinate and operate for the transport of logs for local mills from the job site to a regional mill site. Requires specialized hauling of house logs, private and tribal log hauling, back hauling of firewood, and heavy equipment hauling to outside sources. Responsible for daily truck logs, scale & weight accounting, weigh station accountability, scheduling of responsible hauling destinations, and negotiating haul pricing and distance for profit. Responsible for routine schedule maintenance of the truck and/or trucks and diesel equipment, preventative maintenance schedule, and ensuring all safety standards will be adhered too. Requires a two (2) year vocational degree in diesel mechanics or equivalence; three (3) years of work related experience may substitute for one (1) year of college. Need to be a Master Operator/Driver. Related field and/or course work requirements defined in Job Expectations. Requires the possession of a valid Driver's license/CDL Class "A" with required endorsement to permit trucks and tractors, capable of hauling 26,001 lbs. or greater. Requires the possession of a current Department of Transportation Federal Highway Safety Administration Certification with the ability to pass the physical and drug test. Requires a current or recertification of Logger Educations to Advance Professionalism (LEAP) certification and Nations Wildland Coordination Group




## SELF LOADER OPERATOR/DRIVER HR-19-170 (CONTINUED)

Fire Fighter II minimum certification. Requires thousand (1000) hours or three (3) years of experience operating a Self-log Loader, and three (3) years of heavy equipment operator skills, knowledge and experience with diesel engines and mechanics. 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 8/30/19.** (Grade 21)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **TEACHER SUPERVISOR HR-19-171 (LAPWAI)** regular full-time. The purpose of the class is to supervise and assist classroom teachers of the Mamáy'asnim Hitéemenwees (Children's Place of Learning), which includes Head Start, Early Head Start and CCDF. Generates and reviews lesson plans, attendance, incident reports, and applicable records for accuracy and content; prepares required reports. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to adults and children. Demonstrate knowledge and ability to solve both people and work related problems involving policy and guidelines. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Requires Associates degree or college credit towards an associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in early childhood environments, classroom setting, or closely related field. Requires two (2) years working as a supervisor, in a classroom teaching skills and abilities. 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 from the state(s) where you have been licensed to drive within the last three (3) years. **This position closes 9/9/19.** (Grade 14)

The Nez Perce Tribe Early Childhood Development is recruiting for: **EARLY HEAD START TEACHER HR-19-172 (KAMIAH)** To guide and assist in the classroom activities. Responsible for planning, implementing and evaluating educational activities in compliance with the Head Start Performance Standards. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Must obtain CPR, First Aid Certification and Food Handler's card within for forty five (45) days from date of employment. Requires high school diploma/GED and CDA certification; or three (3) college credits in early childhood education with requirement that incumbent shall obtain CDA certification within four (4) months of appointment. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole Child" to include working with special needs children. 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 from the state(s) where you have been licensed to drive within the last three (3) years. **This position closes 9/9/19.** (Grade 7)



The Judicial Dept. Child Support Enforcement IV-D program is recruiting for: **CHILD SUPPORT ENFORCEMENT DIRECTOR HR-19-173** regular full-time. To direct the daily operations of the Child Support Enforcement Program; planning, fiscal management, supervising and administration according to contract specifications, tribal code and tribal policies and procedures. Requires Bachelor's degree in closely related field with five (5) years administration/management experience, and three (3) years supervisory experience. Must have budgeting & fiscal management experience. Must be able to pass criminal and fiscal background check; criminal to include Tribal as well as State, and Federal. 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. **This position closes 9/9/19.** (Grade 20)

## ***Open to ALL qualified applicants: (General Public)***

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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)

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






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

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 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 current Motor Vehicle Report (MVR) and any MVR from other states where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 19)

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The Nez Perce Tribe Department of Education/ECDP Program is recruiting for: **CUSTODIAN HR-19-162 (LAPWAI)** full-time regular. Responsible for cleaning all ECDP buildings and premises according to procedures, checklists, and general supervision of the Health & Safety Specialist. Ensures all ECDP buildings and premises including storage sheds are locked on a daily basis. Maintains entranceways to buildings, including sidewalks and trash. Maintain ECDP grounds and playground year-round. Requires handling or using machines or equipment. Requires six (6) months experience in the custodial or general maintenance field. Requires High School Diploma/GED. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 3)



The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-19-163 (LAPWAI)** full-time position August through May (nine (9) months), thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. [Class description/job description available at the NPT Human Resources Department.](#) The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled. (Grade 6)**

The Nez Perce Tribe Department of Information Systems is recruiting for: **CABLE TECHNICIAN III HR-19-166** This position will be four (4) ten, (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Requires one (1) year experience in cable installation, six (6) months supervision, six months tower climbing with certification, and six months software data entry. [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. **Open until filled. (Grade 10)**

The Nez Perce Tribe Department of Information Systems is recruiting for: **CABLE TECHNICIAN III HR-19-168** full-time regular. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling



## CABLE TECHNICIAN III HR-19-168 (CONTINUED)

100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Requires one (1) year experience in cable installation, six (6) months supervision, six months tower climbing with certification, and six months software data entry. 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. **Open until filled.** (Grade 10)


**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](http://www.nezperce.org)

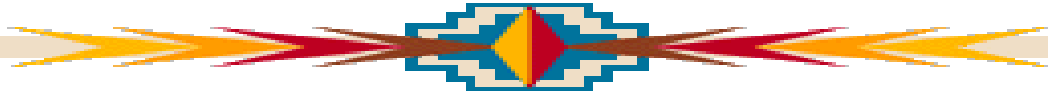
### **EMPLOYMENT OPPORTUNITIES!!**

- **Affiliated Tribes of Northwest Indians/Economic Development Corporation is recruiting for: Loan Officer.** To oversee lending activities. Training opportunities will be provided to the successful candidate depending on current experience level. This is a fantastic opportunity for an emerging or well-seasoned professional that is interested in breaking into the small-business finance, small-business development, lending, or community development industries. For more information and how to apply go to [www.atniedc.com/jobs](http://www.atniedc.com/jobs). **Closing date 9/9/19.**
- **AVISTA Corporation is recruiting for: Learning Development Coordinator, Hydro Journeyman Operator, Electrical Engineer/Network Engineering, Gas Controller, Communication Systems Operations Engineer, Human Resources Manager, Systems Administrator-Safety Department (Temporary Up to 12 months), HPI Program Manager, Safety & Health Specialists - 3 positions, Journeyman Lineman, and a Journeyman P/C Mtr Tech 2.** 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.**
- **Nez Perce Tribal Housing Authority (NPTHA) is recruiting for: Maintenance/Construction Worker.** For NPTHA rental units in the Kamiah area. Minimum four years' experience in residential maintenance/construction, high school diploma or GED, valid driver's license and be insurable. Skilled in home repairs, construction knowledge in carpentry, plumbing, electrical, roofing, sheet rock and painting. Legible writing, ability to document all work performed on appropriate forms, communication



skills and great customer service. Excellent benefits, Tribal & Indian Preference will apply. NPTHA reserves the right to transform this position into a training position if sufficient Indian Preference applications are not received. **Submit employment application to: Nez Perce Tribal Housing Authority** ([NPTHA Job Application](#)” <[NPTHA Employment Application 2019.pdf](#)) P.O. Box 188, Lapwai, ID 83540. **More information at (208) 843-2229. Open until filled.**

- **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. **Positions are open until filled.**
- **Chemawa Indian School is recruiting for: School Bus Driver (Intermittent), Home Living Assistant (Intermittent), Teacher/Science (SY), School Kitchen Helper (Intermittent), School Janitor (Intermittent), School Maintenance Worker (Intermittent), Home Living Assistant (SY), Home Living Specialist (SY), and two School Janitor’s.** For more information and how to apply go to <https://chemawa.bie.edu>. **Closing dates vary with positions.**
- **Nightforce Optics is recruiting for: CNC Machinist (2<sup>nd</sup> Shift), Experience Shipping Clerk, and an Optical Engineer.** For more information and how to apply go to <http://nightforceoptics.applicantpro.com/jobs/>. **Open until filled.**
- **Confederated Tribes of the Umatilla Indian Reservation is recruiting for numerous positions.** To view positions and how to apply go to <https://ctuir.org>. **Closing dates vary with positions.**
- **Lapwai School District is recruiting for the following: Middle School Girls Volleyball Coach, Custodian (F/T), High School Boys Varsity Coach, High School Assistant/JV Head Coach, and a High School Boys Assistant/C Squad Coach.** Applications can be found on our website [www.lapwai.org](http://www.lapwai.org), or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 201. **Positions are open until filled.**



- **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](http://www.indeed.com).
- **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](mailto:lnida@pacificcabinets.com) or hand deliver to 2010 Front Street, Ferdinand, ID. Phone number: (208) 962-5546.
- **ResCare is having a hiring event:** Have you thought about ResCare HomeCare as an employment avenue? Bring your resume to our employment fair on September 3, 2019 at Lewiston Department of Labor, 1158 Idaho Street, Lewiston, Idaho from 9 am. to 12 pm. On the spot applications and interviews scheduled!! Start your new career today! Paid training! Or you can apply on line by going to <https://www.rescare.com>