

~OCTOBER 7, 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/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 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/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 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 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



## RESIDENT MENTOR HR-19-169 (CONTINUED)

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. **Open until filled. (Grade 8)**

The Nez Perce Tribe Department of Early Childhood Development (ECDP) is recruiting for: **PROGRAM ASSISTANT(S) HR-19-177 (LAPWAI)** part-time position August through May, 20-29 hours per week, Monday-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/job description available at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **This position closes on 10/7/19. (Grade 6)**

**Re-Advertise:** The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **HEALTH PROMOTIONS COORDINATOR HR-19-165** part-time temporary position through August 2019, 2020. This position will report directly to the Students for Success Director and will be stationed in the Lapwai Students for Success office, with the responsibility to deliver reservation-wide outreach. Requires excellent organizational and multi-tasking skills to oversee and implement two (2) health grant initiatives. Responsible for health promotion activity planning, monitoring and evaluation. Must have excellent writing and oral communication skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits), three years of relevant job experience may be substituted for each year of college education. Requires three (3) years of prevention and program/grants administration experience. Experience working with Native American students and families preferred. Computer proficiency in word processing and spreadsheets is preferred. Must be able to pass a criminal background check. “Class description/job description available





## HEALTH PROMOTIONS COORDINATOR HR-19-165 (CONTINUED)

at the NPT Human Resources Department.” The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 10/14/19. (Grade 14)**

The Nez Perce Tribe Judicial/Child Support Enforcement (CSEP) is recruiting for: **COMMUNITY OUTREACH SPECIALIST HR-19-180** full-time regular (32 hours per week). Responsible for community education and outreach by providing public presentation and training regarding child support and the importance of parental involvement in children’s lives. Responsible to develop and implement educational activities, materials, articles. Working knowledge of federal, tribal and state laws regarding child support. Ability to teamwork with other staff, to communicate effectively with clients and the public. Requires Liberal Arts Bachelor’s degree in Business, Counseling, Communication preferred. Three (3) years of experience can be substituted for one year of education. Minimum of Associates of Arts degree required. Requires three (3) years or more of Social Services or experience working with children and families combined with grant writing, educational resource materials development, public speaking and public presentation 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 10/18/19. (Grade 16)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **TWO (2) YOUTH DEVELOPMENT PROFESSIONALS** part-time. To lead and support the station activities, and to supervise their specific program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Games Room, Education Center and Teen Center. Provide guidance and discipline while building relationships utilizing the Youth Development Strategy. This position is supervised by the unit director. Responsible for planning, implementing, and evaluating educational activities in compliance with Boys & Girls Club Performance Standards. Requires a High School Diploma/GED. Prefer experience working with youth. 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 10/18/19 (Grade 9)**

## ***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



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

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 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



**EARLY HEAD START PROGRAM ASSISTANT(S) HR-19-163 (LAPWAI) (CONTINUED)**

to appointment. 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. **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 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 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





## RESIDENT MENTOR HR-19-169 (CONTINUED)

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. **Open until filled.** (Grade 8)

**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!!**

- **The Department of Social & Health Services/Economic Services Administration (ESA), Division of Child Support has a great career opportunity as a Support Enforcement Officer 1 or 2 with the DCS Headquarters, Central Services located in Olympia, WA.** You will perform duties in the centralized State Disbursement Unit (SDU) located in the Headquarters office of DCS. You will independently initiate and authorize the establishment, collection, distribution, and/or modification and enforcement of financial, medical, interstate and other child support obligations. For more information and how to apply go to [www.careers.wa.gov](http://www.careers.wa.gov). Type in: DSHS ESA Support Enforcement Officer 2019-08882. **Closing date 10/8/19.**
- **Idaho Conservation League is accepting application for Wyss Fellow - Idaho Salmon and Steelhead Advocacy in Boise, Idaho.** The Wyss Fellow will be responsible for creating an opportunity to



save salmon and steelhead, harness market forces to address regional energy and agricultural needs, and support local economies. For more information and how to apply go to [www.idahoconservation.org](http://www.idahoconservation.org). **Open until filled.**

- **Nightforce Optics is recruiting for: Optical Engineer.** For more information and how to apply go to <http://nightforceoptics.applicantpro.com/jobs/>. **Open until filled.**
- **Idaho Housing & Finance is recruiting for: Family Self Sufficiency Specialist with a duty Location in Lewiston, ID.** Job duties include: Assist clients with employment goals and assist them in achieving financial self-sufficiency; Conduct a needs assessment and create a plan of action; Obtain financial data to maintain Housing Counseling caseload; Refer clients to appropriate service providers; Apply HUD regulations and program policies and procedures to caseload. For more information and how to apply go to <http://www.idahohousing.com/careers/job-openings/>. **Open until filled.**
- **AVISTA Corporation is recruiting for: HR Administrator-Benefits, Real Estate/Environmental Compliance Coordinator, Corporate Learning and Development Coordinator, Building Serviceman (temporary up to 12 months), Interior Systems Specialist-Facilities, Account Executive-Development Specialist, Regional Account Executive, Student Specialist Data Engineering Tech., Construction Project Coordinator II, Engineering Development Program-Entry Level, and a Journeyman Lineman.** 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 rocking 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.**
- **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: High School Boys & Girls JV/Assistant Basketball Coach, High School Boys and Girls C Squad Basketball Coach, District Technology Coordinator, and Teacher substitutes both certified and non-certified.** 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.**

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- **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.
  - **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.
  - **Idaho Employment Training Services Program/Presented by Maximus will be conducting workshops on: Job Search Techniques, Resumes, Cover Letters, and Interviewing Skills.** These workshops will be the 4<sup>th</sup> Wednesday of each month. Location: Idaho Department of Labor, 1158 Idaho Street, Lewiston, ID 83501 from 9 am. - 11:00 am.
  - **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.
  - **Apply for Native American Congressional Internship.** The Native American Congressional Internship offers a summer internship for Native American and Alaska Native students who wish to learn more about the federal government and issues affecting Indian Country. Interns work in congressional and agency offices where they have opportunities to research legislative issues important to tribal communities, network with key public officials and tribal advocacy groups, experience an insider's view of the federal government, and enhance their understanding of nation-building and tribal self-governance. For more information and how to apply go to <https://udall.gov>. **Deadline to apply 1/31/20.**