

~ AUGUST 11, 2020 ~



NEZ PERCE TRIBE

JOB OPENINGS

NOTICE

To help lessen the spread of the coronavirus, the Human Resource Department is staffed at less than full capacity. We strongly encourage clients and/or community members to contact us by phone or email. This decision has been made to follow social distancing recommendations. We ask that in-person visits only take place to deal with essential business needs until the emergency declaration is lifted, as our main door will generally be locked. Please bear with us during this difficult time, and plan ahead as much as possible as certain processing times may be delayed.

To Applicants: To prevent the progression and spread of the novel coronavirus, the Human Resource Department encourages potential candidates to submit applications electronically to teamhr@nezperce.org. We also have a drop box available which is located on our office door.


Staff should be contacted by phone or email until further notice at (208) 843-7332 or teamhr@nezperce.org. Thank you for your understanding.

ACTIVE JOB SEEKERS LIST

In addition to our internal and external job opportunities, there are occasional temporary appointments. If you are interested in joining our active job seekers, please submit a completed Nez Perce Tribe application with a current driver's license record (DLR). Active job seekers will be screened accordingly and referred to temporary appointments based on education, qualifications and experience. Tribal/Indian preference applies. Certain positions may require a valid driver's license with ability to be insurable under the Tribe's policy.

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 (29 hours or less per week). To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a Commercial Driver's License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in 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 HR-18-119 (KAMIAH)** 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in 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) HR-18-120 (LAPWAI)** 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in 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 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in 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-19-189 (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/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 driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)


Re-Advertise: The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) HR-19-185** full-time. To direct staff and 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; develop work methods and sequences under general supervision.



Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or resides within a thirty (30) mile radius of assigned workplace and responds 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. Require a High School Diploma/GED or equivalent and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be at least twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully complete an honesty interview and polygraph, 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. Requires at least two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. Class description available at the NPT Human Resources Department. NPT Police Department application forms are 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 driver's license record (DLR) from the state(s) where you have been licensed to drive within the last three years. **Open until filled.** (Grade 16)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-101** 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. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-102** 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. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

The Nez Perce Tribe Department of Law & Justice is recruiting for: **ASSOCIATE JUDGE HR-20-104** part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years' litigation experience, with litigation experience in a tribal court 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 a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 27)

Extended: The Nez Perce Tribe Department of Administration is recruiting for: **SECURITY GUARD HR-20-110** temporary full-time. To protect and secure the assets of the Nez Perce Tribe. Responsible for area patrols, written reports, and customer/staff safety. Works according to set procedures under direct supervision. Requires a High School Diploma/GED and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in security procedures and protocols, or a closely related field. Requires over six (6) months experience. Must possess CPR/First Aid Certificates. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 8)


The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-20-123 (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 Police Department is recruiting for: **K9 POLICE OFFICER (LATERAL) HR-20-125** full-time regular. To direct staff and 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; develop work methods and sequences under general supervision. Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or reside within a thirty (30) mile radius of assigned workplace and responds 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 Associate's degree or equivalent formal training, special courses, or self-education equivalent to satisfactory completion of two (2) years of college education (48 credits) or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully pass the Nez Perce Tribe Police Department Physical Assessment Course. Outside candidates must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. Requires successful completion of K9 Narcotic Scent and Human Scent Tracking Detection Training and successfully obtaining the Idaho State Controlled Substance and Human Tracking Certification as a requirement of continued employment. The successful candidate must sign the Nez Perce Tribal Police Department Training Reimbursement Agreement which requires the selected candidate to retain his/her employment with the Nez Perce Tribe Police Department for a period of five (5) years. Requires at two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. NPT Police Department application forms are available at the NPT Human Resources Department. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Police Department is recruiting for: **DETECTIVE I HR-20-126** full-time regular. Requires current certification in law enforcement officer training. Responds to serious violent crimes. Expertly interprets and enforces tribal, federal and state laws and regulations specifically related to complex criminal investigations. Responsible for initiating and completing investigations of violent crimes against persons; property crimes resulting in substantial loss and/or damage; conducts search and seizure; covert surveillance activities; implementation of raid and arrest briefings; participates in the investigation of clandestine drug laboratories; investigates complex narcotic conspiracy cases, undercover investigations and complex financial investigations; represents the Nez Perce Tribal Police Dept. while working cooperatively with a variety of law enforcement organizations such as the United States Attorney's Office; Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA);




Bureau of Indian Affairs (BIA); Homeland Security Investigations (HSI) and Idaho State Police as well as Tribal Law Enforcement Agencies from numerous reservations. Requires in addition to completed Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification. Hold permanent status as (preferred) a Nez Perce Tribe Police Officer or as a Lateral Police Officer of a Federal, Tribal, State, county, municipal, or local police law enforcement agency or department. Nez Perce Tribe Police must have completed an acceptable law enforcement academy and have at least two (2) years law enforcement experience. Must have demonstrated acceptable proficiency in report writing, investigative and interviewing/interrogation skills. Must be organized and have demonstrated the ability to complete assigned tasks and investigations with minimum supervision. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **HYDROGEOLOGIST SPECIALIST HR-20-145** full-time regular. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires Bachelor's degree or Master's degree or PhD in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. Requires five (5) years professional experience with Bachelor's or three (3) years professional experience with Master's, or two (2) years professional experience with PhD. Experience must be at a professional level. Requires two (2) years supervisory experience. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large scale management programs, report writing, journal publications and professional presentations. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 22)

The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV HR-20-138** full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level III, and a laboratory background. Secondary certification in water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) experience to project needs. 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. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in 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-20-152 (KAMIAH)** 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/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 driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Water Resources Division is recruiting for: **TWO (2) SOLID WASTE & RECYCLING/TECHNICIAN(S) I HR-20-155** full-time regular. Responsible for assisting the Solid Waste and Recycling Technician II and/or Solid Waste Coordinator in a variety of tasks associated with implementing and improving solid waste and recycling operations for the Nez Perce Tribe. Collecting recyclable materials, working in the recycling center and baling recycled materials; hauling solid waste to the landfill, hauling baled recyclables to recycle facilities; performing education and outreach for solid waste and recycling, reducing the solid waste stream; and working with other Technician I level personnel. Requires a High School Diploma/GED. General work 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 a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 9)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT HR-20-156 (KAMIAH)** August through May, 30-32hrs. 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 Social Services/Children's Home is recruiting for: **RESIDENT MENTOR HR-20-157** full-time. 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 social, emotional, and physical growth. Complying with the procedures as well as developing the skills necessary to manage difficult behavior that may arise due to the high levels needs of clientele served.




Requires strict confidentiality, and candidate must demonstrate a healthy lifestyle within the community. This position is under the immediate supervision of the Children's Home Coordinator. Requires a High School Diploma/GED. One (1) year of experience dealing with children in group environments is required. Ability to complete CPR/First Aide certification within thirty (30) days of hire, and Food Handlers certification with thirty (30) days of hire. Complete on-going-in-service training within 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. Required to submit to periodic or directed drug and/or alcohol testing. Must be able to pass a criminal background investigation prior to employment or within fifteen (15) day of hire. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 8/17/20.** (Grade 10)

The Nez Perce Tribe Department of Technology is recruiting for: **COMPUTER TECHNICIAN III HR-20-158** full-time regular. To 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. Requires Bachelor's degree, vocational technical degree or specialized training equivalent to satisfactory completion of four (4) years of college education with emphasis in computers or a closely related field. Requires five (5) years in Information Systems, one (1) year supervisory, and one (1) year cuff accounting or budget maintenance. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 8/17/20.** (Grade 16)

The Nez Perce Tribe Department of Technology/KIYE Radio Station is recruiting for: **PROFESSIONAL III - RADIO SUPERVISOR HR-20-159** part-time (**24-36 hours per week**). The purpose of the class is development, and oversight of contracts and/or projects. Assign, review, and conduct duties relating to the collection, compilation, analysis, and written presentation of information as well as perform technical applications of work pertaining to broadcasting and radio communications of interest to the Nez Perce Tribe. Requires Bachelor's degree in Journalism, Communications, Business or closely related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional level experience. Requires two (2) years supervisory experience. Class Description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes: 8/17/20.** (Grade 20)


Extended: The Nez Perce Tribe Police Department is recruiting for: **POLICE CORPORAL HR-20-124** full-time regular. To supervise staff and/or 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 general outline of work to be performed; develops work methods and sequences under general supervision. Assist the Sergeant in the supervision of police officers during assigned shifts to ensure the completion of assigned tasks; assumes role of supervisor if no other supervisor is available; supervises officers in patrol assigned area of responsibility; answers complaint calls and assists in investigation crimes and disturbances; interviews witnesses;



gathers evidence; interrogates suspects, and makes arrest; processes arrested suspects, obtaining necessary information, fingerprints and photograph; prepares investigation reports. Requires two (2) years of college in Law Enforcement or closely related field. Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at time of appointment. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards and Training (POST) from any state, within one (1) year from date of hire. The selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from date of hire. Must have an honorable, good conduct, or honorable discharge from the military service. Requires over six (6) years and up to and including eight (8) years in related field. Prefer a least three (3) years of continuous service with the Nez Perce Tribe Police Department. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 8/17/20.** (Grade 16)

Extended: The Nez Perce Tribe Department of Social Services is recruiting for: **CHILD PROTECTION RESOURCE CASEWORKER II HR-20-148** 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 related field with three (3) years' experience in the field, or a Master's degree with one (1) year experience in the field. Requires Social Work or Investigative experience working with children and families. Requires one (1) year supervisory experience. Requires grant administration and writing experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

Extended: The Nez Perce Tribe Department of Human Resources is recruiting for: **RISK MANAGEMENT COORDINATOR HR-20-153** full-time regular. To develop and implement a systematic multi-disciplinary approach that will focus on promoting safe working guidelines and regulations; responsible for managing a wide variety of program components (i.e. risk management, worker's compensation, general liability insurance, property insurance, auto insurance claims etc.) for the purpose of ensuring effective company functioning and compliance with Tribal, state, federal and/or other regulatory agencies while continuously evaluating process improvement opportunities and minimizing loss exposures through evaluation, and loss prevention/control. This position is supervised by the Human Resource Generalist. Prefer a Bachelor's degree in business management, public health or related field and five (5) years' experience in Risk Management or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all the duties of the position. Three (3) years' experience will substitute for one (1) year formal education.




Must possess and maintain CPR, First Aid, Automated External Defibrillator (AED) Instructor Certification within six (6) months of employment. Requires five (5) years' experience in Risk Management or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all of the duties of the position. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 8/24/20.** (Grade 17)

The Nez Perce Tribe of Land Services Department is recruiting for: **LEASE COMPLIANCE TECHNICIAN HR-20-160 II** full-time regular. To assist the Land Services Division with ensuring compliance is maintained with agriculture lease planning administered by the division. Demonstrate knowledge and experience using computer software to create maps, written reports and database entry/information retrieval. Requires ability to read and interpret maps, aerial photography and legal descriptions. Must be knowledgeable of crops grown in the area and able to utilize vehicles and ATV equipment to perform field checks. Must be able to lift and carry fifty (50) lbs. in traverse steep terrain on foot. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires one (1) year of related experience to project needs and six (6) months leadership experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 8/24/20.** (Grade 11)

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 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)



The Nez Perce Tribe Department of Law & Justice is recruiting for: **ASSOCIATE JUDGE HR-20-104** part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years' litigation experience, with litigation experience in a tribal court 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 a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 27)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-101** 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. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-102** 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. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

Extended: The Nez Perce Tribe Department of Administration is recruiting for: **SECURITY GUARD HR-20-110** temporary full-time. To protect and secure the assets of the Nez Perce Tribe. Responsible for area patrols, written reports, and customer/staff safety. Works according to set procedures under direct supervision. Requires a High School Diploma/GED and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in security procedures and protocols, or a closely related field. Requires over six (6) months experience. Must possess CPR/First Aid Certificates. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 8)

The Nez Perce Tribe Police Department is recruiting for: **K9 POLICE OFFICER (LATERAL) HR-20-125** full-time regular. To direct staff and 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; develop work methods and sequences under general supervision. Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or reside within a thirty (30) mile radius of assigned workplace and responds 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 Associate's degree or equivalent formal training, special courses, or self-education equivalent to satisfactory completion of two (2) years of college education (48 credits) or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully pass the Nez Perce Tribe Police Department Physical Assessment Course. Outside candidates must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. Requires successful completion of K9 Narcotic Scent and Human Scent Tracking Detection Training and successfully obtaining the Idaho State Controlled Substance and Human Tracking Certification as a requirement of continued employment. The successful candidate must sign the Nez Perce Tribal Police Department Training Reimbursement Agreement which requires the selected candidate to retain his/her employment with the Nez Perce Tribe Police Department for a period of five (5) years. Requires at two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. NPT Police Department application forms are available at the NPT Human Resources Department. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)


The Nez Perce Tribe Police Department is recruiting for: **DETECTIVE I HR-20-126** full-time regular. Requires current certification in law enforcement officer training. Responds to serious violent crimes.



Expertly interprets and enforces tribal, federal and state laws and regulations specifically related to complex criminal investigations. Responsible for initiating and completing investigations of violent crimes against persons; property crimes resulting in substantial loss and/or damage; conducts search and seizure; covert surveillance activities; implementation of raid and arrest briefings; participates in the investigation of clandestine drug laboratories; investigates complex narcotic conspiracy cases, undercover investigations and complex financial investigations; represents the Nez Perce Tribal Police Dept. while working cooperatively with a variety of law enforcement organizations such as the United States Attorney's Office; Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA); Bureau of Indian Affairs (BIA); Homeland Security Investigations (HSI) and Idaho State Police as well as Tribal Law Enforcement Agencies from numerous reservations. Requires in addition to completed Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification. Hold permanent status as (preferred) a Nez Perce Tribe Police Officer or as a Lateral Police Officer of a Federal, Tribal, State, county, municipal, or local police law enforcement agency or department. Nez Perce Tribe Police must have completed an acceptable law enforcement academy and have at least two (2) years law enforcement experience. Must have demonstrated acceptable proficiency in report writing, investigative and interviewing/interrogation skills. Must be organized and have demonstrated the ability to complete assigned tasks and investigations with minimum supervision. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **HYDROGEOLOGIST SPECIALIST HR-20-145** full-time regular. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires Bachelor's degree or Master's degree or PhD in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. Requires five (5) years professional experience with Bachelor's or three (3) years professional experience with Master's, or two (2) years professional experience with PhD. Experience must be at a professional level. Requires two (2) years supervisory experience. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large scale management programs, report writing, journal publications and professional presentations. 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 driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 22)


The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV HR-20-138** full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level III, and a laboratory background. Secondary certification in water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) experience to project needs. 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. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)



The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-20-123 (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 Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-19-189 (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/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 driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-20-152 (KAMIAH)** 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/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 driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT HR-20-156 (KAMIAH)** August through May, 30-32hrs. 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)

Extended: The Nez Perce Tribe Department of Social Services is recruiting for: **CHILD PROTECTION RESOURCE CASEWORKER II HR-20-148** 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 with three (3) years' experience in the field, or a Master's degree with one (1) year experience in the field. Requires Social Work or Investigative experience working with children and families. Requires one (1) year supervisory experience. Requires grant administration and writing experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

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

OTHER EMPLOYMENT OPPORTUNITIES

- **Nez Perce County Treasurer's Office is recruiting for: Senior Accounting Clerk.** Full-time position with Nez Perce County Treasurer's Office. Hourly pay offered is \$17.87-\$18.92, DOE, plus an exceptional benefits package including: PERSI retirement, excellent medical insurance and generous vacation/sick/holiday leave. Position performs a variety of clerical and accounting functions in the collection of taxes and the processing of official records. A high degree of accuracy is essential in processing property tax transactions and bankruptcy claims. Successful hire must be a team player and able to work in a friendly and professional manner. Min. Qualifications: High school graduate/equivalent; Associate's degree in a related field or a minimum of three years business, bookkeeping and/or general office experience. Must possess excellent communications skills; be computer literate in Microsoft Office programs; and preferably have knowledge of accounting systems. New hire will be required to pass a background check and become bonded. View complete job qualifications and application information at www.co.nezperce.id.us/Departments/Personnel.aspx or at the NPT Personnel Dept. 1225 Idaho Str., Lewiston, ID. **Closing date 8/18/20.**
- **The Nez Perce County Commissioners are recruiting for: Director of Highways.** With the County Road & Bridge Dept. located in Lewiston, ID. Salary range offered: \$66,476-\$92,289, and is negotiable if one holds a Professional Engineer's License and has substantial applicable work experience. Road & Bridge employees work (4) 10-hour days per week. County employees receive exceptional benefits including: PERSI retirement, excellent medical insurance and generous vacation/sick/holiday leave. The Director of Highways plans, manages and supervises County construction and maintenance operations and all Road & Bridge Dept. employees and activities. Min. Qualifications: Bachelor's in Engineering or related field and five years' work experience in building and maintaining roads, highways and bridges OR Ten years work experience building and maintaining roads, highways and bridges; at least three years supervisory and management experience; familiarity with heavy equipment and its maintenance; and experience in establishing and administering budgets. Professional Engineering License in the State of Idaho, preferred, but not required. View complete job description qualifications and obtain application at www.co.nezperce.id.us/Departments/Personnel. **Closing date 8/19/20.**
- **Columbia River Inter-Tribal Fish Commission (CRITFC) is recruiting for: Police Officer.** For more information and how to apply go to <https://www.critfc.org/critfc-employment-opportunities/>. **Closing date 8/24/20.**
- **Northwest Power & Conservation Council is recruiting for: Fish & Wildlife Biologist.** This position will be part of the central office Fish and Wildlife Division and will report directly to the fish and wildlife division director. This position will work directly with other staff in the division and state staff, to evaluate performance and implementation of the Council's Columbia River Basin Fish and Wildlife Program (Program). Primary Duties and Responsibilities; Responsible for contributing to Program reports including (1) evaluation and summary content to the Council's Program Performance & Progress webtool, (2) detailed evaluation of and reporting on progress toward meeting Program goals and objectives and (3) developing new innovative formats for displaying and sharing information on Program performance. For more information and how to apply visit <https://www.nwccouncil.org/about/careers>. **Closing date 8/31/20.**

- **Lapwai School District is recruiting for: High School Science Teacher, High School English Language Arts Teacher, Food Service Cook (F/T), Behavior Intervention Specialist, Intervention Aide, and a Middle School Football Assistant.** 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 is recruiting for: Manufacturing Engineer and a Senior Electrical Engineer.** For more information and how to apply go to <https://nightforceoptics.applicantpro.com/jobs/>. **Open until filled.**
- **Washington Environmental Council & Washington Conservation Voters is recruiting for: Forest Program Director, and a Communications Director.** For more information and how to apply for positions go to www.wecprotects.org. **Open until filled.**
- **AVISTA is recruiting for: Controls Engineer, Entry Engineer-Engineering Development Program - 5 positions, Customer Experience Platform Developer, Mechanical Engineer, and a Control Operator.** For more information and how to apply go to www.myavista.com. **Closing dates vary with positions and locations.**
- **Join the 2020 Census Team, be a Census Taker.** Great pay, weekly pay, flexible hours and paid training. For more information and how to apply call Lee Whitehead at (509) 330-0246 or email Lee at leewh246@gmail.com. **Open until filled.**

