NEZ PERCE TRIBE

JOB OPENINGS

NOTICE

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. Paper copies may be submitted using the drop box which is located on our office door.

To obtain an NPT application, please visit our website: www.nezperce.org.

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 for the following positions:

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 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: (1) BUS OPERATOR [HR-18-119] (On-Call/Kamiah) 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: (2) BUS OPERATORS [HR-18-120] (On-Call/Lapwai) 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 Mamá’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: COOK [HR-19-189] (Full-Time/Lapwai) 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 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 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 II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in water operation desired; not required. Must maintain 6CEU’s per year to maintain certification. Requires six (6) years’ 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)*

**Re-Advertise:** The Nez Perce Tribe Water Resources Division is recruiting for: **WATER RIGHTS PROGRAM COORDINATOR [HR-21-114] (Full-Time/Lapwai)** To administer the Tribe’s water rights by performing tasks such as developing and issuing permits and monitoring compliance; conducting field investigations to measure quantity of surface and ground water diversions; inventorying existing water rights and uses and creating a geospatial database; installing and maintaining streamflow gaging stations and measuring in-stream flow rates; technical report writing; budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in hydrology, engineering, biology, environmental science, or related physical or biological science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have working knowledge of algebra, geometry and trigonometry, experience determining a system’s water diversion and conveyance capacity, experience using GIS, and be able to apply Tribal, federal, and state regulations and laws pertaining to water appropriation and/or use in a professional setting. Please include cover letter/resume elaborating on qualifications and interest, plus three letters of references. 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 19)*
**Re-Advertise:** The Nez Perce Tribe Department of Social Services/Children’s Home is recruiting for:

**RESIDENT MENTOR [HR-21-124] (Full-time/Lapwai)** 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/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 10)

The Nez Perce Tribe Social Service/UUYIT KIMTI (New Beginnings) is recruiting for:

**COMMUNITY EDUCATION SPECIALIST [HR-21-143] (Full-time/Lapwai)** The purpose of the class is to provide community education, outreach, and training on the dynamics, effects, and services available for victims of domestic violence, sexual assault, dating violence and stalking on the Nez Perce Reservation. The class is responsible to administer all Community Education and Outreach events and activities by providing regular resources and information, create publications and readily available resources and referrals for advocacy assistance. Must have excellent verbal and written skills, and must be comfortable using technology to complete outreach tasks. Will be responsible for reporting activities, and will be under the supervision of the New Beginnings Director. Requires Associates degree (AA) in social work or closely related field with two (2) years’ experience working with Tribal populations/programs OR one (1) year related college work with four (4) years’ experience working with Tribal populations/programs. Requires two (2) to four (4) years (based on education level) of working with Tribal Populations/Programs. Must have familiarity with local social service agencies and resources. Requires a background check to be completed within thirty (30) days of hire. Must take CRP/First Aid Certification training within thirty (30) days of hire. Must have positive work history, and maintain a healthy lifestyle. 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 12)

**Extended:** The Nez Perce Tribe Department of Education/Students for Success is recruiting for:

**PREVENTION OUTREACH WORKER [HR-21-147] (Part-Time/Lapwai)** This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social
work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)

The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: COURT CLERK I [HR-21-137] (Full-time/Lapwai) Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 7)

Extended: 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/Lapwai). 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 driver’s license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 20)

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: COOK [HR-21-160] (Full-time/Kamiah) To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. 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)

Revised: The Nez Perce Tribal Executive Committee (NPTEC) is recruiting for: MANAGER V - LAW & ORDER EXECUTIVE OFFICER [HR-21-161] (Full-time/Lapwai.) To provide executive level management for the Law and Order operations of the Nez Perce Tribe; specifically, the divisions of Judicial Services (court), Law Enforcement, Prosecutor (including Probation), Tribal Employments Right Office (TERO), Victim’s Assistance, and Child
Support Enforcement Program (CSEP). Provides intra-departmental, intertribal, and interagency coordination. Develops departmental policy, long-range goals, and present department recommendations to appropriate Subcommittees and NPTEC. Coordinates and communicates with other Program/Department Managers at the executive level to ensure compliance with the Nez Perce Law and Order code and state and federal regulations and laws; implements tribal and program policy and operations; responsible for development, implementation and oversight of departmental grants, contracts, and/or projects. Provides representation, coordination and communication with other agencies, members of legislative bodies and the public regarding the department direction, goals, and objectives. Assists NPTEC, and pertinent Boards and Commissions, in providing technical representation in management forums as required. Provides department supervision and oversight to ensure project development, budgets, annual review, reports and personnel administration are implemented as designed. Requires a Juris Doctorate (Law) degree. Must submit to full disclosure of any personal business that may present a conflict of interest with the Nez Perce Tribe and must submit to intensive criminal and fiscal background check. Requires five (5) years executive level management experience and three (3) years supervisory experience. Related legal experience preferred. Hourly rate $45.22, 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 states where you have been licensed to drive within the last three (3) years. Second review date is 8/31/21. (Grade 30)

The Nez Perce Tribe Department of Fisheries Resources Management Production Division is recruiting for: **ADMINISTRATIVE SPECIALIST III** [HR-21-162] (Full-time/Lapwai) Will provide administrative support to the division director, deputy director, and division project leaders. In addition, this position also serves as the Acting Fisheries Department Administrative Assistant in their absence. Responsibilities include: preparation of NPTEC and subcommittee packets, computer hardware and software skills; office equipment management; 50 WPM keyboard skill; establishment and maintenance of division project files; preparation of correspondence, memos, schedules, documents and reports utilizing computer software applications; and performance of routine clerical tasks, such as processing and delivery of incoming and outgoing mail, data entry, filing, faxing, photocopying, and processing purchase orders and payments. This position will work closely with department and field office support staff. Requires two years of college education, or vocational technical degree, with emphasis in administrative skills Business, or a closely related field. Requires the ability to obtain Notary Public Certification. Requires two (2) years, tribal government 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 states where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 13)

**Extended:** The Nez Perce Tribe Department of Social Services is recruiting for: **ICW (INDIAN CHILD WELFARE) - RESOURCE CASEWORKER I** [HR-21-168] (Full-time/Lapwai). Responsible for client case management and reporting. Works within a general outline of work to be performed, developing work methods and sequences under the direct supervision of the Director of Indian Child Welfare. Will be responsible for the protection and federally recognized enrolled children or eligible for enrollment in a federally recognized Tribe with the boundaries of the Nez Perce Indian Reservation, and responsible for family preservation and brokering resources to the children and their families. Responsible for considerable knowledge of the laws governing child protection including Nez Perce Tribal Code and Indian Child Welfare Act. Requires two (2) years of college education (48 credits). Three (3) years of relevant job experience may be substituted for one (1) year of college. Must be able to pass a criminal background investigation prior to employment or with fifteen (15) days of hire. Requires six (6) months working with children, youth, elders and families. Working in Tribal community preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment
The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-167] (Full-Time/Lapwai)** This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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. **This position closes 9/13/21. (Grade 15)**

The Nez Perce Tribe Dept. of Natural Resource Water Resource Program is recruiting for: **WATER RESOURCES SPECIALIST  [HR-21-169] (Full-time/Lapwai)** Responsible for assisting in a variety of tasks associated with assessing and improving water quality on the Nez Perce Reservation, including: stream restoration projects; water quality monitoring and riparian assessment; data collection and management; contract creation and supervision of subcontractors; report writing; professional presentations; and grant writing. Requires Bachelor’s degree in related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for degree. Technical experience in relate field preferred; demonstrated leadership experience preferred. Please include cover letter and college transcript. 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. **This position closes 9/3/21. (Grade 17)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **TWO (2) YOUTH DEVELOPMENT PROFESSIONALS [HR-21-171] (Part-time/Lapwai)** 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. Must pass a criminal background check. 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 9/3/21. (Grade 9)**

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-21-172] (Part-time/Lapwai)** To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. 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. This position closes 9/3/21. (Grade 5)

The Department of Fisheries Resource Management-Watershed is recruiting for: PROFESSIONAL II/WATER-SHED SPECIALIST [HR-21-173] (Full-Time/Upper South Fork Clearwater River, Idaho) This position will join a highly professional and experienced team working on restoring and protecting aquatic ecosystems and watersheds critically important to fisheries restoration, Nez Perce Tribal treaty resources, and all people. Will be responsible for all aspects of watershed/aquatic ecosystem protection and restoration projects that may include assessments, fish passage, riparian/stream restoration, reducing sediment from road sources, agricultural BMP's, and monitoring and evaluation. Activities include data collection/analysis, project design/cost-estimates, permitting, contracting, project implementation, and report writing. Requires coordination with private, local, state, federal, and tribal entities. Applicant must be highly motivated and have excellent communication skills, both oral and written, and report writing. Requires Bachelor’s degree (Master’s preferred) in field to include watershed sciences, fisheries biology/resources, ecology, wildlife, engineering, hydrology, natural resources, or other closely related field. Experience does not substitute for degree. Three (3) years of professional level experience (one (1) year experience with Master’s Degree), and one (1) year supervisory experience required. 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 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 9/13/21. (Grade 19)

Open to ALL qualified (General Public) for the following positions:

The Nez Perce Tribe Mamá’yasnim Hitéemenwees (Children’s Place of Learning) is recruiting for: COOK [HR-19-189] (Full-Time/Lapwai) 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 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 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 II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in water operation desired; not required. Must maintain 6CEU’s per year to maintain certification. Requires six (6) years’ 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)

Re-Advertise: The Nez Perce Tribe Water Resources Division is recruiting for: WATER RIGHTS PROGRAM COORDINATOR [HR-21-114] (Full-Time/Lapwai) To administer the Tribe’s water rights by performing tasks such as developing and issuing permits and monitoring compliance; conducting field investigations to measure quantity of surface and ground water diversions; inventorying existing water rights and uses and creating a geospatial database; installing and maintaining streamflow gaging stations and measuring in-stream flow rates; technical report writing; budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in hydrology, engineering, biology, environmental science, or related physical or biological science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have working knowledge of algebra, geometry and trigonometry, experience determining a system’s water diversion and conveyance capacity, experience using GIS, and be able to apply Tribal, federal, and state regulations and laws pertaining to water appropriation and/or use in a professional setting. Please include cover letter/resume elaborating on qualifications and interest, plus three letters of references. 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 19)

Extended: The Nez Perce Tribe Department of Education/Students for Success is recruiting for: PREVENTION OUTREACH WORKER [HR-21-147] (Part-Time/Lapwai) This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social
work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)

The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: COURT CLERK I [HR-21-137] (Full-time/Lapwai) Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other states where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 7)

Revised: The Nez Perce Tribal Executive Committee (NPTEC) is recruiting for: MANAGER V - LAW & ORDER EXECUTIVE OFFICER [HR-21-161] (Full-time/Lapwai,) To provide executive level management for the Law and Order operations of the Nez Perce Tribe; specifically, the divisions of Judicial Services (court), Law Enforcement, Prosecutor (including Probation), Tribal Employments Right Office (TERO), Victim’s Assistance, and Child Support Enforcement Program (CSEP). Provides intra-departmental, intertribal, and interagency coordination. Develops departmental policy, long-range goals, and present department recommendations to appropriate Subcommittees and NPTEC. Coordinates and communicates with other Program/Department Managers at the executive level to ensure compliance with the Nez Perce Law and Order code and state and federal regulations and laws; implements tribal and program policy and operations; responsible for development, implementation and oversight of departmental grants, contracts, and/or projects. Provides representation, coordination and communication with other agencies, members of legislative bodies and the public regarding the department direction, goals, and objectives. Assists NPTEC, and pertinent Boards and Commissions, in providing technical representation in management forums as required. Provides department supervision and oversight to ensure project development, budgets, annual review, reports and personnel administration are implemented as designed. Requires a Juris Doctorate (Law) degree. Must submit to full disclosure of any personal business that may present a conflict of interest with the Nez Perce Tribe and must submit to intensive criminal and fiscal background check. Requires five (5) years executive level management experience and three (3) years supervisory experience. Related legal experience preferred. Hourly rate $45.22, 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 states where you have been licensed to drive in the last three (3) years. Second review date is 8/31/21. (Grade 30)

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 Tribe’s 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 Social Services Senior Citizens Program is recruiting for: COOK [HR-21-160] (Full-time/Kamiah) To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. Open until filled. (Grade 5)

The Nez Perce Tribe Department of Education/Students for Success is recruiting for: PREVENTION OUTREACH WORKER [HR-21-167] (Full-Time/Lapwai) This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)

The Nez Perce Tribe Dept. of Natural Resource Water Resource Program is recruiting for: WATER RESOURCES SPECIALIST [HR-21-169] (Full-time/Lapwai) Responsible for assisting in a variety of tasks associated with assessing and improving water quality on the Nez Perce Reservation, including: stream restoration projects; water quality monitoring and riparian assessment; data collection and management; contract creation and supervision of subcontractors; report writing; professional presentations; and grant writing. Requires Bachelor’s degree in related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for degree. Technical experience in relate field preferred; demonstrated leadership experience preferred. Please include cover letter and college transcript. 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. This position closes 9/3/21. (Grade 17)

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:
LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies. www.nezperce.org

**OTHER EMPLOYMENT OPPORTUNITIES:**

- **Crow’s Shadow Institute of the Arts is recruiting for: Development & Marketing Associate.** This is a full-time position located on the Confederated Tribes of the Umatilla Indian Reservation. The Development and Marketing Associate will work independently and with the Executive Director to identify new and existing marketing opportunities; create thoughtful, direct marketing materials; manage our online presence, and assist with CSIA development efforts. The ideal candidate will be creative, positive, motivated, and eager to take on new challenges; they will work independently and set personal goals in alignment with the organization’s vision and strategic plan. Reports to Executive Director. Flexible schedule, primarily in-person with some opportunities for telecommuting. For more information and how to apply go to [www.crowsshadow.org](http://www.crowsshadow.org). Apply by 9/24/21.

- **The Nez Perce Tribal Housing Authority (NPTHA) is accepting applications for a MAINTENANCE & CONSTRUCTION MANAGER.** Responsible for effective management of maintenance program, home repair projects and special projects, including residential inspections. Requires high school diploma or GED, trade school certification, 5 years’ experience in all phases of residential construction, 3 years supervising & managing projects, possess valid driver’s license and be insurable. Must possess excellent writing, mathematical and organizational skills. Indian Preference will apply. Excellent benefits. Submit NPTHA employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540. For more information and job description: (208) 843-2229. Open until filled with weekly application reviews.

- **The Bridge Project is a public-private partnership to create an inclusive and innovative hiring pathway that will embolden and diversify conservation employment practices.** We are recruiting for: Integrated Resources Technician, Maintenance Professional, Systems Creator Coordinator, Volunteer Engagement Associate, HR Generalist, Policy Associate, Communication Associate, Habitat Program Restoration Coordinator, Development Associate, and a Membership Associate. For more information and how to apply go to [https://www.wildernessstewards.org/thebridgeproject](https://www.wildernessstewards.org/thebridgeproject). Positions are open until filled.

- **Wallowa-Whitman National Forest is recruiting for: A range of full-time permanent and seasonal positions to start 2022.** For more information go to [www.usajobs.gov](http://www.usajobs.gov). Where positions can be found by searching any of the duty stations listed: Baker City, Unity, La Grande, Enterprise, Joseph. Positions are open until filled.

- **National Indian Health Board is recruiting for: Director of Congressional Relations, Congressional Relations Associate, Deputy Director of Public Health Programs Management, Public Health Project Coordinator, Public Health Communications Coordinator, Chief Operating Officer, Policy Analyst, Policy Research Analyst, and a Communications Director.** For more information and how to apply for recruitments go to [https://www.nihb.org](https://www.nihb.org). Closing dates vary with recruitments.
• **NIGHTFORCE** is recruiting for: Facilities Custodian, and a Machinist. For more information and how to apply go to [https://nightforceoptics.applicantpro.com/jobs/](https://nightforceoptics.applicantpro.com/jobs/). Positions until filled.

• **Lapwai School District** is recruiting for: High School Secretary, High School Bookkeeper/Gear Up Coordinator, Elementary Interventionist, Middle School Instructional Assistant with Math Emphasis, Middle/High Special Education Instructional Assistant, Middle School Football Coach, Middle School Volleyball Coach, High School Boys Assistant Basketball Coach, High School Track Coach, All Substitute Positions. Applications can be found on the 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.

• **Lewiston Department of Labor** is recruiting for various positions: Apprentice (#1545741), Equipment Tech. Pallet Assembler (#1532035), Financial Insurance Associate (#1332606), Conductor/Engineer (#1538532), Home Care Aide (#1528949), Laborer (#1485926), Inside Sales (#1543198), and a Tow Truck Driver (#1482533). For more information and how to apply for recruitments go to [https://www.labor.idaho.gov](https://www.labor.idaho.gov). Closing dates vary with recruitments.

• **AVISTA** is recruiting for: Journeyman Garage, Systems Engineer, Electric Equipment Operator, Technician Assistant, Journeyman Lineman, Hydro Program Coordinator, Settlements Analyst/Sr. Settlements Analyst, and a Journeyman Protection Control Meter Technician. For more information and how to apply go to [www.myavista.com/about-us/working-at-avista](http://www.myavista.com/about-us/working-at-avista). Closing dates vary with positions and locations.

• **The Nez Perce Tribal Water Utility Board** is accepting letters of interest to fill one (1) vacancy on the Utility Board. The applicant must be 18 years of age or older and an enrolled Nez Perce Tribal member. Utility Board shall manage the water & sewer utilities of the Nez Perce Tribe, and serve as the advisory, administrative, and management oversight authority for the Utility Department. For more information and how to apply contact Jason Vangen at (208) 843-7368 or email Jason at ivangen@nezperce.org. Open until filled.

**Attention KIYE Listeners!!**

KIYE has two radio personality positions open. Anyone can submit a proposal then will be reviewed & approved by the KIYE Community Advisory Board to broadcast basketball games.

- The pay is $75.00 per week and equipment is available to do the remote broadcasts.
- Must be ALL school districts in Reservation boundaries.
- The requirements are that there be an individual at the game and one in the studio in Kamiah to operate the board/studio equipment. Must be able to produce a show and keep the banter/conversation going (no silence).
- Must stay mutual between teams.
- Training is required. There are specific FCC rules and regulations we must adhere to stay in compliance. Training provided at studio.
- No mileage or travel is paid.
- Anyone is able to submit a request to become a personality.
• All broadcasts must fit within our regularly scheduled national broadcasts that meet our grant obligations.

All proposals must be sent to kiye@nezperce.org and for any questions feel free to contact Daniel Spaulding by phone (208) 621-4715 or (208) 791-7934 or email daniels@nezperce.org