NEZ PERCE TRIBE

JOB OPENINGS

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 Department of Executive Direction/Appaloosa Express Transit System is recruiting for: BUS OPERATOR [HR-18-119] (On-Call/Kamiah). To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a High School Diploma/GED. 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. 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 Executive Direction/Appaloosa Express Transit System is recruiting for: TWO (2) BUS OPERATORS [HR-18-120] (On-Call/Lapwai). To operate “Appaloosa Express” tribal transit buses on prescribed routes as assigned. Requires a High School Diploma/GED. 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. 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 Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-175] (Full-time/Lapwai). 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 mealtimes, 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 Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-176] (Full-time/Kamiah). 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 mealtimes, 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)
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)

**Re-Advertised:** The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **PROGRAM DIRECTOR [HR-22-148] (Full-time/Lapwai).** The Program Director is a member of the administrative staff team, assisting the Unit Director and supporting Club personnel, Club members and all Club grants, programs, activities and events. Responsible for providing onboarding and continued training for Club personnel, supervising Club personnel, ensuring safe, fun and a positive environment. Will provide guidance and discipline for Club members and notify or communicate with Club member’s parent/guardian on any Clubhouse information, accident/incidents and/or behavioral issues and suspensions involving their child. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year college. Must possess and maintain CRP, First Aid, and Automated External Defibrillator (AED) Certification within six (6) months of employment. Must pass a criminal background check. Requires previous management experience and one (1) year supervisory work experience with youth ages 5-18. Experience with Boys & Girls Clubs 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 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 13)

The Nez Perce Tribe Department of Executive Direction/Tribal Transit System is recruiting for: **ADMINISTRATIVE SPECIALIST II/DISPATCHER [HR-22-161] (Full-time/Lapwai).** To provide general clerical support for the Transit Director and staff. The class will follow policies and procedures; takes initiative to complete assignments on time under general supervision of the Transit Director. Requires the ability to input data utilizing a computer, to record projects reports, scanning, copying, transcribing information and data entry. Must be able to perform routine office tasks, data entry, and word processing, from desk reception services. Maintain accurate logs and files to ensure verification of activities; gather and compile information to be used by others; maintain confidentiality at all times, operate Transit Dispatch when needed. Complete and input various Transit reports into various on-line data bases. Must obtain a Class C CDL with passenger endorsement (transport 15 or more passengers,) within nine (9) months of employment with Transit preferred. Requires a high school diploma/GED. Requires two (2) years of college education, or vocational technical, with emphasis in administrative skills, business, or a closely related field. Requires one (1) year experience working in office environment with similar duties per class description, tribal government preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide current 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 11)

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **MEMBERSHIP SERVICES DIRECTOR [HR-22-178] (Full-time/Lapwai).** Responsible to perform a variety of office manager duties for program staff regarding the Boys & Girls Club as authorized under the Boys & Girls Club Management. Employee is the primary link of communication between members, parents, and the general public. Responsible for maintaining a positive, friendly interactions, and maintain a clean, organized image at the front counter. Serves as the receptionist and office manager. Is the data processor and generally works within established procedure to ensure task accomplishments. Directs the public to information and resources, as well as the program managers and administration when necessary. Must keep current records in the Membership Tracking Services (MTS). Position is supervised by the Executive Director of the Boys & Girls Club. Requires one (1) year of college experience or technical training equivalent to one year or High School Diploma/ GED with three years’ work experience with a Boys & Girls Clubs of America. Requires minimum of two (2) years’ experience in customer service and be willing to receive continuous on-the-job training as needed. Must pass a criminal background check. Class description available at the NPT
The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL [HR-22-179] (Part-time (29 hrs. or less)/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. **Open until filled. (Grade 9/Step 1)**

The Nez Perce Tribe Department of Environmental Restoration and Waste Management Program is recruiting for: **HYDRO-GEOLOGIST SPECIALIST/PROFESSIONAL III [HR-22-194] (Full-time/Lapwai)**. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. The position requires a Bachelor's degree (Master's preferred) in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. 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. Requires three (3) years professional level experience with Bachelor's or one (1) year professional level experience with Master's degree. Requires two (2) years supervisory experience. Please provide proof of degree. **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 20)**

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: **FIELD ARCHAEOLOGIST/PROFESSIONAL III [HR -22-202] (Full-time/Lapwai)**. Position is responsible for implementing and completing archaeological inventory, testing, and data recovery projects under the supervision of the Tribal Archaeologist. Directly supervises archaeological field crew(s) in completion of various contracted archaeological tasks including fieldwork, data analysis, and report writing. Expected to serve on technical committees responsible for managing cultural resources. Includes some fieldwork in various locations throughout the Tribe’s ceded and usual and accustomed areas. Position requires a bachelor’s degree (master’s preferred) in archaeology, anthropology, or closely related field, three (3) years of professional experience (one (1) year with Master’s degree), and two (2) years of supervisory experience. Position also requires walking long distances over rough terrain, regularly lifting up to 50 lbs., and frequent overnight travel. **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 20)**

**Re-Advertised:** The Nez Perce Tribe Department of Natural Resources, Forestry & Fire Management Division is recruiting for: **FORESTRY TECHNICIAN I [HR-23-108] (Full-time Seasonal/Lapwai)**. Assists with forest management by completing fieldwork related to forest inventory, hazardous fuels monitoring, timber sale preparation, and forest stand assessments. Requires High School Diploma/GED. **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/Step 4)**
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 Prosecutor’s Office is recruiting for: DEPUTY PROSECUTOR [HR-23-109] (Full-time/Lapwai). To assist the Prosecutor in upholding the Nez Perce Tribe Constitution, Tribal Code and the sovereignty of Tribe. Requires a bachelor’s degree. Prefer a Juris Doctor, or expectations of receiving a Juris Doctor within six (6) months from date of hire, from an accredited law school. Requires licensure in good standing with any state bar, or a current limited license to practice law in the State of Idaho. Must pass a state bar exam and be licensed to practice law in that state no later than one (1) year after hire. Must pass a criminal background check. Requires two (2) years of successful work experience as a prosecutor or criminal defense in a tribal court system is preferred. Knowledge of and sensitivity to the culture, customs, and traditions of the Nez Perce Tribe preferred. Must have a positive work history. Please provide a legal writing sample with application, and resume. 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 Department of Technology Services is recruiting for: CABLE TECHNICIAN III [HR-23-111] (Full-time/Lapwai). To provide support and installation of low voltage and outside plant cables and hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of Cable Technician Ill-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires six (6) months experience in cable installation. Requires acquiring tower climbing certificate within one (1) year of employment. May require physical fitness exam. Background check is required within first three (3) months of employment. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current 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 13)

The Nez Perce Tribe Finance Department is recruiting for: FINANCE MANAGER [HR-23-119] (Full-time/Lapwai). To oversee and direct operations for the Finance Department and provide accounting functions in conformance with generally accepted accounting principles. Responsible for financial operations to include, making recommendations to the Executive Director and Nez Perce Tribal Executive Committee (NPTEC), overseeing tribal assets and financial transactions for areas of responsibility, planning, training, budget process and reporting and supervising staff. Plans, organizes, and implements programs within major organizational policies and reports progress of major activities to executive level administrators. Works within a general outline of work to be performed and develops work methods and sequences under the supervision of the Executive Director. Requires a bachelor’s degree in a related field (master’s preferred). Requires ten (10) years professional level experience (or seven (7) years with a master’s degree), and three (3) years of supervisory experience. Please include diploma along with your NPT application and resume. 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 28)

The Nez Perce Tribal Social Services Indian Child Welfare Program is recruiting for: ICW-RESOURCE CASEWORKER I [HR-23-120] (Full-time/Lapwai). Responsible for case management, data entry, and reporting. Works within a general outline of work to be performed, developing work methods, sequences under the direct supervision of the Director of Indian Child Welfare. Responsible for the protection of children enrolled or eligible for enrollment in a federally recognized Tribe within boundaries of the Nez Perce Indian Reservation. Responsible for promoting family preservation and brokering resources
to children and their families. Responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Requires (2) two years of college education (48 credits). Three (3) years of relevant job experience may be substituted for one (1) year of college education. Requires (6) months experience working with children, youth, elders, and families. Experience working in Tribal community preferred. Must be able to pass a criminal background check prior to employment or within fifteen (15) 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 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 Fisheries Resource Management - Watershed Division is recruiting for: WATERSHED SPECIALIST I [HR-23-123] (Full-Time/Seasonal). 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. Applicant will participate in a variety of watershed restoration projects. Specific field duties will include supervising technicians treating and inventorying invasive plant species throughout the Lochsa Watershed, regularly carrying up to 100 pounds, standing and/or hiking for a majority of the day, and mixing/handling herbicides. Applicant will hold or be able to obtain and maintain ISDA professional pesticide applicator license. Other field activities include electronic data collection, road survey, planting, and construction contract inspection. Must have excellent oral and written communication skills; report writing, data analysis and interpretation may be required. Office duties may include developing restoration plans, assisting with environmental compliance for restoration projects, project implementation monitoring and reporting, grant writing and project development, coordination with the project leader, and technical coordination with outside agencies. Requires a B.S. degree in Fisheries, Botany, Ecology, or closely related field. Fieldwork will be based out of Powell Ranger Station, 13 miles west of Lolo Pass. Shared housing and per diem provided. 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 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 17)

**Extended:** The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: COOK [HR-23-132] (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’ cooking experience. Must have or obtain Food Handler Permit within ninety (90) days 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. Open until filled. (Grade 11)

**Extended:** The Nez Perce Tribe Department of Natural Resources/Bio-Control is recruiting for: PROFESSIONAL II/BIOLOGICAL CONTROL CENTER COORDINATOR [HR-23-133] (Full-time/Lapwai). The primary duties are to coordinate and provide oversight to the operations and maintenance of the Nez Perce Biocontrol Center (NPBC) through securing operational funds (agreements & contracts) to promote the use of biological control organisms (primarily insects) to combat noxious weeds on the larger landscapes with an emphasis of increasing the availability of newly approved agents (primarily insects) and those in limited supply. The primary duties are based around five primary Goals including: 1) Increase the availability of biological control of weeds organisms that are newly approved or are in limited supply in Idaho and Pacific Northwest; 2) Provide bio-control technology transfer to landowners and managers; 3) Redistribute bio-control agents from field insectaries to areas of need; 4) Monitor past and current releases with cooperators to determine bio-agent present/absence and tract vegetation changes from representa-
tive areas utilizing SIMP methodology; and 5) Assist in biological control of weeds implementation in Idaho by managing the Statewide Biological Control Agent Release Database. Will train all subordinate positions (Professional I, Technicians, and Aides) on all aspects necessary to fulfill the NPBC goals, objectives and associated tasks as they relate to annual work plans and staying within the Tribe’s organizational guidelines and policies. Preparing progress reports of major activities will be performed or scheduled as requested by the Land Services Director and to those cooperators outlined in annual work plans. Below lists the essential tasks of the NPBC Coordinator. Requires bachelor’s degree (master’s preferred) in related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional experience or one (1) year professional experience with master’s degree. Experience must be at a professional level. Requires one (1) year supervisory experience. 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)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLICAL FIELD TECHNICIAN III [HR-23-136] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works mainly in a field environment, especially between the months of April and October. Some fieldwork is often conducted during the winter months. Involves assisting with the conduct of archaeological surveys, testing, data recovery, and monitoring. Office work generally consists of data input, artifact descriptions, and completing short reports. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires three (3) years of relevant experience to project needs and one (1) year supervisory experience. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide 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 13)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLICAL FIELD TECHNICIAN II [HR-23-137] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works almost exclusively in a field environment. Some fieldwork may be conducted during the winter months. Assists with archaeological surveys, testing, data recovery, and construction monitoring. Office work will consist of data entry, processing of recovered artifacts, writing construction monitoring memos, and contributing to short reports. 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/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 11)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLICAL FIELD TECHNICIAN I [HR-23-138] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works almost exclusively in a field environment. Some fieldwork may be conducted during the winter months. Assists with archaeological surveys, testing, data recovery, and construction monitoring. Office work will consist of data entry, processing of recovered artifacts, writing construction monitoring memos, and contributing to short reports. 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 Dept. of Natural Resources/Water Resources Division is recruit for: **PROFESSIONAL II/BROWN-FIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-23-140] (Full-time/Lapwai).** Salary: $55k-$65k DOE plus generous benefits package. We are looking for a dynamic, self-motivated professional to join our creative, supportive, results-driven team to help transform vacant lots and blighted properties into healthy community spaces. Job duties will include conducting and overseeing environmental site assessments; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing, budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in geology, hydrology, engineering, chemistry, environmental science, planning, or related field (master’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. Please provide cover letter, and college transcripts along with resume. 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)**

The Nez Perce Tribe Department of Social Services/Indian Child Welfare is recruiting for: ‘Init’ ‘HOME’ YOUTH MENTOR [HR-23-142] (Full-time/Lapwai). The purpose of this class is to provide 24-hour care of clients in the sober living home and in-house activities, as well as to provide mentorship to resident youth clients 14-18 years of age. Provide support and coordination of services in partnership with appropriate agencies and partners. Addressing the needs of youth clients utilizing cultural knowledge, and values to ensure holistic recovery support in aftercare treatment. Requires working evenings, weekends, holiday and residing in the home when on duty. This position is under the direct supervision of the Init “Home” Coordinator. This position requires one (1) year of experience dealing with children/youth in group environments. Requires a high school diploma/GED. Must obtain CPR and First Aid, and Food Handlers certification within 30 days of hire. Must be able to pass a criminal background investigation prior to employment or within fifteen (15) days of hire. The qualified applicant must be drug free and free from physical conditions, which might adversely affect performance as a youth care provider. 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 Education Department is recruiting for: **VOCATIONAL REHABILITATION DIRECTOR [HR-23-144] (Full-time/ Lapwai).** To oversee and manage the Nez Perce Tribal Vocational Rehabilitation Services (NPTVRS) Program. Responsible for supervision, planning, budgets, grants, contracts, training, policy, and reporting. Assures the program compliance with grant requirements and collaborating with other programs, department, or agencies in a manner that is supportive to clients and administers the contract accordingly. Develops and monitors staff's roles and responsibilities in the Client Intake, Eligibility, Assessment, Individual Plan for Employment (IPE), and Closure process. Provides oversight of case management and ensures rights of clients with disabilities are protected as required by applicable federal, state, and tribal laws. Keeps abreast of current tribal, state, and federal guidelines, regulations, and laws relating to vocational rehabilitation services. Conducts outreach and awareness activities to community programs and government agencies serving clients. Maintains a high level of confidentiality, and professionalism at all times. This class is supervised by the Education Manager. Requires Bachelor’s degree (Master's preferred) in Vocational Rehabilitation, Counseling, Social Work, or another closely related field. Require three (3) years professional experience, including one (1) year supervisory experience and experience in vocational rehabilitation or closely related field. Four (4) years working with the unique Federal American Indian relationship and knowledge of working with the American Indian/Alaska Native (AI/AN) population is required. The selected candidate will be required to enroll in training courses related to working with Al/AN populations. 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.
The Nez Perce Tribe Education Department is recruiting for: VOCATIONAL REHABILITATION COUNSELOR [HR-23-145] (Full-time/ Lapwai). The purpose of the class is to evaluate, provide counseling, employment placement, advocacy, and comprehensive and timely quality case management services for disabled American Indian/Alaska Native (AI/AN) clients. Conducts intake interviews, counseling, and determines client eligibility. Maintains client records and electronic databases. Develops Individual Employment Plans (IEP) to include employment opportunities, placement assistance, vocational rehabilitation, and post-employment follow-up. Provides student transition services in collaboration with high school counselors and teachers, higher education institutions and employers. Serves as liaison for clients with Division of Vocational Rehabilitation, Idaho Commission for the Blind and Visually Impaired, Rehabilitation Services Administration and other relevant agencies. Assists in the development of funding proposals and reports. Opportunities to take classes or training in tribal vocational rehabilitation services will be provided. Maintains a high level of confidentiality, and professionalism at all times. This class is supervised by the Vocational Rehab Director. Requires Bachelor's degree (Master's preferred) in Vocational Rehabilitation or another closely related field. Prefer certification as Certified Rehabilitation Counselor (CRC) and certification to administer psychological and vocational testing instruments. Prefer three (3) years supervisory experience; three (3) years working with the unique Federal American Indian relationship 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 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 18)

The Nez Perce Tribe Education Department is recruiting for: VOCATIONAL REHABILITATION OFFICE SPECIALIST II [HR-23-146] (Full-time/ Lapwai). To provide general clerical support for the Vocational Rehabilitation Program. Works according to the Vocational Rehabilitation Policy and Procedures. Assists in data entry, record keeping, and scheduling. Provides clerical support to program staff, such as mail, correspondence, phone messages, word processing, typing, filing, teleconferencing, telephoning, photocopying, scanning, distributing publicity materials, and meeting minutes. Utilizes customer services skills to assist participants and applicants with appointments, applications, and general inquiries about the program. Maintains confidentiality. Assists in processing and tracking expenditures. Submits documents for NPTEC sub-committee review. Attends in-service training and technical or professional classes, seminars, or conferences to improve professional skills. This class is supervised by the Vocational Rehab Director. Associate’s degree preferred. Requires one (1) year of college or technical training. Requires six (6) months’ experience related field. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide 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: CORRECTIONS SERGEANT [HR-23-151] (Full-time/Lapwai). This is an important position in the Police Department which requires current certification in an approved Corrections and/or Detention academy. This position assigned area of responsibility will primarily be the new correctional facility; provides input into training staff, supervises correctional officers and reviews all inmate complaints among other duties. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards Training (POST) from any state. The selected candidate must successfully complete an honesty interview and polygraph, 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 the date of hire. Must have an honorable, good conduct, or honorable discharge from the military service, if applicable. Requires six (6) years’ experience in Law Enforcement or related field. Requires three (3) years supervisory experience, demonstrated leadership capabilities and knowledge of management and supervisory practices. 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 7)
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 20)

Nez Perce Tribe Department of Natural Resources/Cultural Resources Program is recruiting for: AIDE(S) I [HR-23-153]. (Full-time temporary/Lapwai) The Weetespeme Stewardship Program (WSP) Youth Crew Member. Come work for The Nez Perce Tribe’s Youth Conservation Corps, the Weetespeme Stewardship Program. Youth Crew Members will participate in both office and field work for eight (8) weeks from June 20th-August 11th. Interns will participate in several week-long camping trips to sites across the Nez Perce homeland, including the McCall Outdoor Science School, Big Hole Battlefield, Yellowstone National Park, and the Wallowa Valley. Interns will report to the WSP Crew Leader and Assistant Crew Leader; participate in weekly program & safety briefings; participate in lesson plans focused on Nez Perce culture, leadership, natural resources, workforce development, and climate adaptation. WSP work will focus on collecting data for climate adaptation. Will receive entry level natural resource and cultural resource training. This position requires light to heavy physical activity, working in remote locations, and camping. Background checks required. Applicant must be fourteen (14) years old and older. 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 5)

The Nez Perce Tribe Police Department is recruiting for: POLICE OFFICER (LATERAL) [HR -23-158] (Full-time). To protect and serve the people of the Nez Perce Tribe. The class is responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned areas of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within thirty (30) miles' 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 or equivalent and college level education preferred. Requires proof of U.S. citizenship. The 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. The 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. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. 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 21/$31.71 (DOQ)

The Nez Perce Tribe Department of Social Services/Children’s Home is recruiting for: RESIDENT MENTOR [HR-23-159] (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 Specialist. 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 childcare 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) days of hire. Class description available at the NPT Human Resources Department. 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 20)
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 Education Department is recruiting for: YOUTH EVENT COUNSELOR [HR-23-161] (Part-time/on call (29 hrs. or less) Lapwai. This is a Youth contract employment. The purpose of the position is to serve as a mentor and role model to students enrolled in education or enrichment activities, to protect the safety, health, and overall well-being of the youth participants and to engage youth in a rich and meaningful cultural and educational experience. Position often requires moderate physical activity to follow students during activities. Counselors will follow the Nez Perce Education Department’s Youth Extended Day or Overnight Trip Program Guidelines and the Nez Perce Youth Program Manual. Guidelines include required training in CPR, First Aid, AED, Narcan, choking rescue device, Nez Perce Language, culture, and history, and effective strategies for working with tribal youth. Counselors will be compensated for training days. The first required CPR training will be July 19, 8:30 am. Pi-nee-waus, in Lapwai. Other dates TBD with Counselors. The position will be supervised by the tribal Education Manager, Director, or Coordinator (as relates to program activity sponsorship). Nez Perce Cultural Camp requires Counselors to be one year out of high school. Minimum of high school diploma or GED certificate preferred. Additional competencies will include ability to maintain meaningful, positive connections with a diverse group of students, knowledge of Nez Perce history, language, culture, and values (preferred), and soft skills such as communication, teamwork, problem solving, time management, decision-making, adaptability, conflict resolution, leadership, creativity, and resourcefulness. Job description available upon request from Human Resources or Education department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. For applicants who want to be considered for driving responsibilities, with additional financial compensation, a valid driver’s license is required 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. Criminal background check, including sex offender registry, will be required. Must complete a Nez Perce Tribe employment application as a Volunteer, Camp Contract, and Liability Waiver. Applications due by July 14, 2023.

The Nez Perce Tribe Mamáy’asnim Hitéemenwees is recruiting for: TWO (2) HEAD START TEACHERS (SUCCESSFUL APPLICANT WILL BE ASSIGNED EITHER HS TEACHER II or III DEPENDING ON QUALIFICATIONS) [HR-23-164] (Full-time - 9 months/Lapwai). TEACHER II: Requires minimum an AAS or AA in ECE. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver’s license but would require that the incumbent obtain a valid driver’s license within six (6) months of appointment with the ability to be insured under the Tribe’s policy. If you already have a driver’s license, you 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). TEACHER III: Requires minimum a BAS or bachelor’s degree in ECE or a bachelor’s degree in related field with a current CDA and one-year related experience. Responsible to lead and supervise classroom activities. Responsible for planning and implementing and evaluating educational activities in compliance with HS Performance Standards. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver’s license but would require that the incumbent obtain a valid driver’s license within six (6) months of appointment with the ability to be insured under the Tribe’s policy. If you already have a driver’s license,
you 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 11).

The Nez Perce Tribe Mamá'asnim Hítéemenwees - Lapwai Center is recruiting for: BUS DRIVER [HR-23-165] (Full-time - 9 months/Lapwai). To assist the program as directed in delivery of services to children and their families; transport children to and from school and field trips, work with Head Start families, conducts bus inspections and maintains assigned bus as required. Maintains daily bus logs and up-to-date passenger list. Assists teaching staff on field trips and in the classroom, assists with program activities such as setting up for special events or meetings. Conducts visits to families in need of transportation services as necessary, develops routes and transportation schedules in consultation with supervisor. Requires High school diploma or GED. Requires a Commercial Driver’s License (CDL). Requires 3 - 6 months experience. Requires CPR and First Aid Certification within 30 days of hire. Requires criminal background/fingerprint check, DOT 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. 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 5).

SUMMER STUDENT INTERNSHIPS

Check back regularly for up-to-date information…

Nez Perce Tribe/Avista Summer Student Communications Internship HR-23-162: Enrolled Nez Perce Tribal Members, 18 years and over, enrolled full-time at an accredited college, university or vocational school who have maintained a 2.0 cumulative GPA AND graduated high school seniors who are accepted into an accredited college, university or vocational school are eligible to apply. A complete application packet includes: 1) A Nez Perce Tribal Employment Application; 2) A cover letter explaining how this internship is relevant to your educational goals; 3) Resume; 4) Two letters of reference; 5) An unofficial cumulative transcript (college students); and 6) College letter of acceptance (high school seniors). A valid driver’s license with the ability to be insured under the Tribe’s policy is preferred. Pre-employment drug testing required. Open until filled; application reviews will occur weekly.

The Nez Perce Tribe Department of Fisheries Resources Management Production Division is recruiting for: Three (3) Aide II Student Interns HR-23-163. Student Intern serves as a member of the Clearwater Coho Restoration (CCR) team rearing fish indoors and outdoors in inclement weather. Duty stations may be Dworshak, Kooskia or Nez Perce Tribal hatcheries on the Clearwater River. Transportation will not be provided to and from the assigned duty station. Duty assignments will be rotated at various field sites and offices within the Snake River basin. Responsibilities include handling broodstock and production of all juvenile species as needed. Incumbent is required to practice standard fish culture methods and terminology, using tools and equipment for app phases of salmonid fish production under the general supervision of the CCR Project Leader and Technical Staff. Requirements: Nez Perce Tribal preference will apply, high school diploma/GED, minimum age of 18 years. Must be an enrolled college student in good academic standing. Student must maintain a minimum overall GPA of 2.0. A complete application packet includes: Cover letter explaining how this internship is relevant to education goals, Nez Perce Tribe application, and two (2) letters of references. Student must submit complete cumulative transcripts (grades). 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. The positions are open until filled. (Grade 7)

The Nez Perce Tribe Department of Natural Resources/Bio-Control Program Division is recruiting for: AIDE II - COLLEGE INTERN(S) [HR-23-127]. The intern positions are responsible for assisting permanent personnel of the Nez Perce Tribe Bio-
Control staff in efforts to rear and establish viable populations of newly approved biological control organisms for combating noxious/invasive weed infestations occurring primarily within the Northwest. The interns will assist in establishing nurseries for bio-control agents on the Nez Perce Reservation and other areas throughout the Northwest in conjunction with cooperators. Will be assisting in monitoring bio-control established agents and their effects on their host weed, assisting in mapping weed infestations and biocontrol agents utilizing maps and a GPS, assisting in performing agent rearing in the center's laboratory by following careful procedures for preparing artificial diet media for rearing specific bio-control of weed insects, assisting in the collection of bio-control organisms from known field sites and distribute them to areas of need throughout the Nez Perce Reservation and Northwest. Some time may be spent overnight as some work may take place on the N.F. Clearwater River or areas on the Nez Perce/Clearwater Forests. Requirements: Nez Perce Tribal preference will apply, high school diploma/GED, minimum age of 18 years. Must be an enrolled college student in good academic standing. Student must maintain a minimum overall GPA of 2.0. A complete application packet includes: Cover letter explaining how this internship is relevant to education goals, Nez Perce Tribe application, and two (2) letters of references. Student must submit complete cumulative transcripts (grades). 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. The positions are open until filled. (Grade 7)

Complete applications may be mailed, emailed; Teamhr@nezperce.org, or faxed to: Human Resources Office, Nez Perce Tribe, P.O. Box 365, Lapwai, ID 83540, Phone: (208) 843-7332, Fax (208) 843-7414.

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

The Nez Perce Tribe Department of Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-175] (Full-time/Lapwai)**. 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 mealtimes, 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 Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-176] (Full-time/Kamiah)**. 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 mealtimes, 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. Assist 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)

Re-Advertised: The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: PROGRAM DIRECTOR [HR-22-148] (Full-time/Lapwai). The Program Director is a member of the administrative staff team, assisting the Unit Director and supporting Club personnel, Club members and all Club grants, programs, activities and events. Responsible for providing onboarding and continued training for Club personnel, supervising Club personnel, ensuring safe, fun and a positive environment; Will provide guidance and discipline for Club members and notify or communicate with Club member's parent/guardian on any Clubhouse information, accident/incidents and/or behavioral issues and suspensions involving their child. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year college. Must possess and maintain CRP, First Aid, and Automated External Defibrillator (AED) Certification within six (6) months of employment. Must pass a criminal background check. Requires previous management experience and one (1) year supervisory work experience with youth ages 5-18. Experience with Boys & Girls Clubs 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 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 13)

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: MEMBERSHIP SERVICES DIRECTOR [HR-22-178] (Full-time/Lapwai). Responsible to perform a variety of office manager duties for program staff regarding the Boys & Girls Club as authorized under the Boys & Girls Club Management. Employee is the primary link of communication between members, parents, and the general public. Responsible for maintaining a positive, friendly interactions, and maintain a clean, organized image at the front counter. Serves as the receptionist and office manager. Is the data processor and generally works within established procedure to ensure task accomplishments. Directs the public to information and resources, as well as the program managers and administration when necessary. Must keep current records in the Membership Tracking Services (MTS). Position is supervised by the Executive Director of the Boys & Girls Club. Requires one (1) year of college experience or technical training equivalent to one year or High School Diploma/ GED with three years' work experience with a Boys & Girls Clubs of America. Requires minimum of two (2) years’ experience in customer service and be willing to receive continuous on-the-job training as needed. 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 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/Step 4)

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: YOUTH DEVELOPMENT PROFESSIONAL [HR-22-179] (Part-time (29 hrs. or less)/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. Open until filled. (Grade 9/Step1)

The Nez Perce Tribe Department of Environmental Restoration and Waste Management Program is recruiting for: HYDROGEOLOGIST SPECIALIST/PROFESSIONAL III [HR-22-194] (Full-time/Lapwai). Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. The position requires a Bachelor's degree (Master's preferred) in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. 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. Requires three (3) years professional level experience with Bachelor's or one (1) year professional level experience with Master's degree. Requires two (2) years supervisory experience. Please provide proof of degree. 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 20)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: FIELD ARCHAEOLOGIST/PROFESSIONAL III [HR-22-202] (Full-time/Lapwai). Position is responsible for implementing and completing archaeological inventory, testing, and data recovery projects under the supervision of the Tribal Archaeologist. Directly supervises archaeological field crew(s) in completion of various contracted archaeological tasks including fieldwork, data analysis, and report writing. Expected to serve on technical committees responsible for managing cultural resources. Includes some fieldwork in various locations throughout the Tribe’s ceded and usual and accustomed areas. Position requires a bachelor's degree (master’s preferred) in archaeology, anthropology, or closely related field; three (3) years of professional experience (one (1) year with Master's degree), and two (2) years of supervisory experience. Position also requires walking long distances over rough terrain, regularly lifting up to 50 lbs., and frequent overnight travel. 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 20)

Re-Advertised: The Nez Perce Tribe Department of Natural Resources, Forestry & Fire Management Division is recruiting for: FORESTRY TECHNICIAN I [HR-23-108] (Full-time Seasonal/Lapwai). Assists with forest management by completing fieldwork related to forest inventory, hazardous fuels monitoring, timber sale preparation, and forest stand assessments. Requires High School Diploma/GED. 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 Prosecutor’s Office is recruiting for: DEPUTY PROSECUTOR [HR-23-109] (Full-time/Lapwai). To assist the Prosecutor in upholding the Nez Perce Tribe Constitution, Tribal Code and the sovereignty of Tribe. Requires a bachelor’s degree. Prefer a Juris Doctor, or expectations of receiving a Juris Doctor within six (6) months from date of hire, from an accredited law school. Requires licensure in good standing with any state bar, or a current limited license to practice law in the State of Idaho. Must pass a state bar exam and be licensed to practice law in that state no later than one (1) year after hire. Must pass a criminal background check. Requires two (2) years of successful work experience as a prosecutor or criminal defense in a tribal court system is preferred. Knowledge of and sensitivity to the culture, customs, and traditions of
the Nez Perce Tribe preferred. Must have a positive work history. Please provide a legal writing sample with application, and resume. 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 Finance Department is recruiting for: FINANCE MANAGER [HR-23-119] (Full-time/Lapwai). To oversee and direct operations for the Finance Department and provide accounting functions in conformance with generally accepted accounting principles. Responsible for financial operations to include, making recommendations to the Executive Director and Nez Perce Tribal Executive Committee (NPTEC), overseeing tribal assets and financial transactions for areas of responsibility, planning, training, budget process and reporting and supervising staff. Plans, organizes, and implements programs within major organizational policies and reports progress of major activities to executive level administrators. Works within a general outline of work to be performed and develops work methods and sequences under the supervision of the Executive Director. Requires a bachelor’s degree in a related field (Master’s preferred). Requires ten (10) years professional level experience (or seven (7) years with a master’s degree), and three (3) years of supervisory experience. Please include diploma along with your NPT application and resume. 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 28)

The Nez Perce Tribal Social Services Indian Child Welfare Program is recruiting for: ICW-RESOURCE CASEWORKER I [HR-23-120] (Full-time/Lapwai). Responsible for case management, data entry, and reporting. Works within a general outline of work to be performed, developing work methods, sequences under the direct supervision of the Director of Indian Child Welfare. Responsible for the protection of children enrolled or eligible for enrollment in a federally recognized Tribe within boundaries of the Nez Perce Indian Reservation. Responsible for promoting family preservation and brokering resources to children and their families. Responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Requires (2) two years of college education (48 credits). Three (3) years of relevant job experience may be substituted for one (1) year of college education. Requires (6) months experience working with children, youth, elders, and families. Experience working in Tribal community preferred. Must be able to pass a criminal background check prior to employment or within fifteen (15) 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 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 Fisheries Resource Management - Watershed Division is recruiting for: WATERSHED SPECIALIST I [HR-23-123] (Full-Time/Seasonal). 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. Applicant will participate in a variety of watershed restoration projects. Specific field duties will include supervising technicians treating and inventorying invasive plant species throughout the Lochsa Watershed, regularly carrying up to 100 pounds, standing and/or hiking for a majority of the day, and mixing/handling herbicides. Applicant will hold or be able to obtain and maintain ISDA professional pesticide applicator license. Other field activities include electronic data collection, road survey, planting, and construction contract inspection. Must have excellent oral and written communication skills; report writing, data analysis and interpretation may be required. Office duties may include developing restoration plans, assisting with environmental compliance for restoration projects, project implementation monitoring and reporting, grant writing and project development, coordination with the project leader, and technical coordination with outside agencies. Requires a B.S. degree in Fisheries, Botany, Ecology, or closely related field. Fieldwork will be based out of Powell Ranger Station, 13 miles west of Lolo Pass. Shared housing and per diem provided. Class/job description available at the NPT Human Resources Department.
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 17)

Extended: The Nez Perce Tribe Department of Natural Resources/Bio-Control is recruiting for: PROFESSIONAL II/BIOLOGICAL CONTROL CENTER COORDINATOR [HR-23-133] (Full-time/Lapwai). The primary duties are to coordinate and provide oversight to the operations and maintenance of the Nez Perce Biocontrol Center (NPBC) through securing operational funds (agreements & contracts) to promote the use of biological control organisms (primarily insects) to combat noxious weeds on the larger landscapes with an emphasis of increasing the availability of newly approved agents (primarily insects) and those in limited supply. The primary duties are based around five primary Goals including: 1) Increase the availability of biological control of weeds organisms that are newly approved or are in limited supply in Idaho and Pacific Northwest; 2) Provide bio-control technology transfer to landowners and managers; 3) Redistribute bio-control agents from field insectaries to areas of need; 4) Monitor past and current releases with cooperators to determine bio-agent present/absence and tract vegetation changes from representative areas utilizing SIMP methodology; and 5) Assist in biological control of weeds implementation in Idaho by managing the Statewide Biological Control Agent Release Database. Will train all subordinate positions (Professional I, Technicians, and Aides) on all aspects necessary to fulfill the NPBC goals, objectives and associated tasks as they relate to annual work plans and staying within the Tribe’s organizational guidelines and policies. Preparing progress reports of major activities will be performed or scheduled as requested by the Land Services Director and to those cooperators outlined in annual work plans. Below lists the essential tasks of the NPBC Coordinator. Requires bachelor’s degree (master’s preferred) in related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional experience or one (1) year professional experience with master’s degree. Experience must be at a professional level. Requires one (1) year supervisory experience. 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 17)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLOGICAL FIELD TECHNICIAN III [HR-23-136] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works mainly in a field environment, especially between the months of April and October. Some fieldwork is often conducted during the winter months. Involves assisting with the conduct of archaeological surveys, testing, data recovery, and monitoring. Office work generally consists of data input, artifact descriptions, and completing short reports. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires three (3) years of relevant experience to project needs and one (1) year supervisory experience. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide 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)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLOGICAL FIELD TECHNICIAN II [HR-23-137] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works almost exclusively in a field environment. Some fieldwork may be conducted during the winter months. Assists with archaeological surveys, testing, data recovery, and construction monitoring. Office work will consist of data entry, processing of recovered artifacts, writing construction monitoring memos, and contributing to short reports. 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 one (1) year supervisory experience. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide 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 13)
needs and six (6) months leadership experience. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide 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 11)

The Nez Perce Tribe Department of Natural Resources/Cultural Resources is recruiting for: ARCHAEOLOGICAL FIELD TECHNICIAN I [HR-23-138] (Full-time/Lapwai). Responsible for the collection of archaeological data under the supervision of the Archaeological Crew Leader, Field Archaeologist, or the Tribal Archaeologist. Works almost exclusively in a field environment. Some fieldwork may be conducted during the winter months. Assists with archaeological surveys, testing, data recovery, and construction monitoring. Office work will consist of data entry, processing of recovered artifacts, writing construction monitoring memos, and contributing to short reports. 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 Dept. of Natural Resources/Water Resources Division is recruit for: PROFESSIONAL II/BROWN-FIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-23-140] (Full-time/Lapwai). Salary: $55k-$65k DOE plus generous benefits package. We are looking for a dynamic, self-motivated professional to join our creative, supportive, results-driven team to help transform vacant lots and blighted properties into healthy community spaces. Job duties will include conducting and overseeing environmental site assessments; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing, budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in geology, hydrology, engineering, chemistry, environmental science, planning, or related field (master’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. Please provide cover letter, and college transcripts along with resume. 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)

The Nez Perce Tribe Department of Social Services/Indian Child Welfare is recruiting for: ‘init’ ‘HOME” YOUTH MENTOR [HR-23-142] (Full-time/Lapwai). The purpose of this class is to provide 24-hour care of clients in the sober living home and in-house activities, as well as to provide mentorship to resident youth clients 14-18 years of age. Provide support and coordination of services in partnership with appropriate agencies and partners. Addressing the needs of youth clients utilizing cultural knowledge, and values to ensure holistic recovery support in aftercare treatment. Requires working evenings, weekends, holiday and residing in the home when on duty. This position is under the direct supervision of the Init “Home” Coordinator. This position requires one (1) year of experience dealing with children/youth in group environments. Requires a high school diploma/GED. Must obtain CPR and First Aid, and Food Handlers certification within 30 days of hire. Must be able to pass a criminal background investigation prior to employment or within fifteen (15) days of hire. The qualified applicant must be drug free and free from physical conditions, which might adversely affect performance as a youth care provider. 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 Police Department is recruiting for: CORRECTIONS SERGEANT [HR-23-151] (Full-time/Lapwai). This is an important position in the Police Department which requires current certification in an approved Corrections and/or Detention academy. This position assigned area of responsibility will primarily be the new correctional facility; provides input into
training staff, supervises correctional officers and reviews all inmate complaints among other duties. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards Training (POST) from any state. The selected candidate must successfully complete an honesty interview and polygraph, 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 the date of hire. Must have an honorable, good conduct, or honorable discharge from the military service, if applicable. Requires six (6) years’ experience in Law Enforcement or related field. Requires three (3) years supervisory experience, demonstrated leadership capabilities and knowledge of management and supervisory practices. Class description available at the Nez Perce Tribe Department of Natural Resources/Cultural Resources Program is recruiting for: AIDE(S) I [HR-23-153]. (Full-time temporary/Lapwai) The Weetespeme Stewardship Program (WSP) Youth Crew Member. Come work for The Nez Perce Tribe’s Youth Conservation Corps, the Weetespeme Stewardship Program. Youth Crew Members will participate in both office and field work for eight (8) weeks from June 20th-August 11th. Interns will participate in several week-long camping trips to sites across the Nez Perce homeland, including the McCall Outdoor Science School, Big Hole Battlefield, Yellowstone National Park, and the Wallowa Valley. Interns will report to the WSP Crew Leader and Assistant Crew Leader; participate in weekly program & safety briefings; participate in lesson plans focused on Nez Perce culture, leadership, natural resources, workforce development, and climate adaptation. WSP work will focus on collecting data for climate adaptation. Will receive entry level natural resource and cultural resource training. This position requires light to heavy physical activity, working in remote locations, and camping. Background checks required. Applicant must be fourteen (14) years old and older. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe Police Department is recruiting for: POLICE OFFICER (LATERAL) [HR -23-158] (Full-time). To protect and serve the people of the Nez Perce Tribe. The class is responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned areas of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within thirty (30) miles’ 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 or equivalent and college level education preferred. Requires proof of U.S. citizenship. The 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. The 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. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. Class description available at the NPT Human Resources Department. The selected candidate must successfully complete an honesty interview and polygraph, 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. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. 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 17)
The Nez Perce Tribe Mamáy’asnim Hitéemenwees is recruiting for: **TWO (2) HEAD START TEACHERS (SUCCESSFUL APPLICANT WILL BE ASSIGNED EITHER HS TEACHER II or III DEPENDING ON QUALIFICATIONS)** [HR-23-164] (Full-time - 9 months/Lapwai). TEACHER II: Requires minimum an AAS or AA in ECE. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver’s license but would require that the incumbent obtain a valid driver’s license within six (6) months of appointment with the ability to be insured under the Tribe’s policy. If you already have a driver’s license, you 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).** TEACHER III: Requires minimum a BAS or bachelor’s degree in ECE or a bachelor’s degree in related field with a current CDA and one-year related experience. Responsible to lead and supervise classroom activities. Responsible for planning and implementing and evaluating educational activities in compliance with HS Performance Standards. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver’s license but would require that the incumbent obtain a valid driver’s license within six (6) months of appointment with the ability to be insured under the Tribe’s policy. If you already have a driver’s license, you 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 11).**

The Nez Perce Tribe Mamáy’asnim Hitéemenwees - Lapwai Center is recruiting for: **BUS DRIVER [HR-23-165] (Full-time - 9 months/Lapwai).** To assist the program as directed in delivery of services to children and their families; transport children to and from school and field trips, work with Head Start families, conducts bus inspections and maintains assigned bus as required. Maintains daily bus logs and up-to-date passenger list. Assists teaching staff on field trips and in the classroom, assists with program activities such as setting up for special events or meetings. Conducts visits to families in need of transportation services as necessary, develops routes and transportation schedules in consultation with supervisor. Requires High school diploma or GED. Requires a Commercial Driver’s License (CDL). Requires 3 - 6 months experience. Requires CPR and First Aid Certification within 30 days of hire. Requires criminal background/fingerprint check, DOT 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. 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 5).**

For current grade and pay scale go to [www.nezperce.org](http://www.nezperce.org) to review.

**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
OTHER EMPLOYMENT OPPORTUNITIES

- **Make a difference in your community!** University of Idaho Extension’s Digital Economy Program is partnering with the American Connection Corps (ACC)/AmerCorps worker: The nation’s premier AmeriCorps service experience, to bridge the digital divide in our communities. The digital divide is the gap between those who have affordable access, skills, and support to effectively engage online and those who do not. Become a Digital Literacy Coordinator, and be trained to provide outreach support and training to make a meaningful impact here at home. Gain valuable experience in community development, leadership and problem solving while closing the gap on the digital divide! **Apply for the paid ACC AmeriCorps Fellowship for the opportunity to serve for a year in one of these locations:** Lapwai, ID with the Nez Perce Tribe. View the position description at: [https://www.uidaho.edu/extension/digital-economy/volunteer](https://www.uidaho.edu/extension/digital-economy/volunteer). Questions contact dep@uidaho.edu. Closing date 7/14/23.

- **Economic Services Administration, Division of Child Support is seeking multiple full-time Child Support enforcement Officers.** In this role you will provide direct service to customers, establishing, modifying, and enforcing financial and medical child support obligations. For more information and how to apply go to [https://www.governmentjobs.com/careers/washington/jobs/4090354/jshs-esa-support-enforcement-officer](https://www.governmentjobs.com/careers/washington/jobs/4090354/jshs-esa-support-enforcement-officer). Closing date 7/14/23.

- **Nez Perce County is recruiting for: Appraiser II:** Full-time position at $21.40-$25.00/hr. DOE/DOQ, plus exceptional benefits including: PERSI retirement; excellent medical/vision/dental insurance for employees and their eligible dependents; and generous vacation/sick/holiday leave. Min. Qualifications: High school graduate/equivalent; considerable knowledge of valuation and appraisal of real and personal property; experience using appraisal software applications; and preferably valid Idaho State Ad Valorem Appraiser Certification. Preferred Qualifications: Five years’ progressive work experience in real estate appraisal and successful completion of the Idaho State Tax Commission Courses I and/or IAAO Courses and USPAP. In the event the Assessor is unable to hire a licensed, experienced Appraiser II, an Appraiser OR Appraiser Trainee may be considered for this vacancy. View complete qualifications in the Appraiser II and Appraiser job descriptions linked below. Completed Applications for Employment must be emailed to charlahall@co.nezperce.id.us OR turned into the NPC Personnel Dept., 1225 Idaho Street, Lewiston, ID 83501. Position will remain open until filled. **Extra Help Part-Time Juvenile Detention Support Technicians:** Extra Help Part-Time positions available with the NPC Region II Juvenile Detention Center. Positions are paid $15.00/hour with no benefits. Primary responsibilities are to operate the control room and provide technical support. Min. Qualifications: High school graduate/equivalent; at least 21 years of age; two years post high school work experience/educational equivalent; no felony or violent misdemeanor convictions; good physical condition; willingness to work non-traditional hours; and ability to communicate effectively. Successful candidates must also be able to pass a background check. View complete job qualifications in the Juvenile Detention Support Technician job description and cover letter links below. Completed Applications for Employment (linked above) must be submitted to the NPC Personnel Dept., 1225 Idaho St., Lewiston, ID 83501. **This advertisement will remain open until an adequate number of Extra Help Part-Time Juvenile Detention Support Technicians are on the registry at the Region II Juvenile Detention Center.** [www.co.nezperce.id.us/Departments/Personnel](http://www.co.nezperce.id.us/Departments/Personnel). EOE and accords preference to qualifying veterans.
• Columbia River Inter-Tribal Fish Commission (CRITFC) is recruiting for: Postdoctoral Research Associate, Fishing Site Maintenance Deputy Manager, Administrative Assistant, Small Wastewater System Operator, Maintenance Worker, Chief Financial Officer, Salmon Marketing Program Assistant, HR Partner, Police Officer (multiple openings). For more information and how to apply go to www.critfc.org. Positions are open until filled.

• Nez Perce Tribal Housing Authority is recruiting for: Maintenance/Construction Worker. For our rental units in the Kamiah/Orofino area. Minimum four years’ experience in residential repair/construction, high school diploma or GED, valid driver's license and be insurable. Skilled in-home repairs, construction knowledge in carpentry, plumbing, electrical, roofing, sheet rocking and painting. Legible writing, ability to document all work performed on appropriate forms, communication skills and great customer service. Please send application, and 3 work-related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email nptha@nezperce.org. OPEN UNTIL FILLED. Finance & Operations Manager: To administer and manage all aspects of accounting and general operations. Full time w/excellent benefits. Bachelor's degree in business or accounting; 3 yrs. experience as full charge bookkeeper; (or Associate degree with 5 yrs. full charge bookkeeping); Requires three (3) yrs. supervising experience. Direct experience in public/Indian housing accounting, banking, financing, audit preparation is desirable, applicant must possess excellent verbal and written communication skills, knowledgeable in human resource & payroll mgmt., financial reporting, proficiency in financial software applications, and procurement practices. Salary - DOQ, Indian preference will apply. OPEN UNTIL FILLED. Send NPTHA job application and three (3) work related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email lauriec@nezperce.org. For more information please call 208 843-2229.

• Lapwai School District is recruiting for: Certified Prevention Specialist, HS Girls Assistant Basketball Coach, HS Girls Assistant Softball Coach, Kitchen Cook, Behavior Interventionist, Special Education Instructional Assistant for the 2023-2024 School year. Applications can be found on the website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 3. Positions are open until filled.

• Idaho Department of Labor Lewiston, ID is recruiting for: HR Manager (#2050242), Assist. Superintendent-Pulp (#2050243), Accessibility Specialist (#2049438), Relief Cleaner (#2049687), Mobile Associate (#2049568), Branch Manager (#2049429), Counselor (#2049409), Carpenter (#2049358), Field Recruiter (#2049331), Truck Driver/Class A (#2047949). For more information and how to apply go to https://idahoworks.gov. Closing dates vary with positions.


• Idaho State Parks & Recreation is recruiting for: North Region; Park/Hells Gate, South Region; Lake Cascade Parks, Three Island State Park, Lucky Peak State Park. East Region; Harriman State Park, Thousand Springs State Park Bear Lake State Park. For more information and how to apply https://statecareers.idaho.gov. Closing dates vary with recruitments.

• Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is recruiting for: Workforce Development Director, Nixyaawii Governance Center Receptionist/Secretary I, TERO Dispatch Officer, PublicTransit Bus
Driver (Full time), Entry level Wildland Firefighter/Firefighter Type 2 (1 position), Advanced Wildland Firefighter (up to 7 positions), Forestry Technician-Fuels Crew (2 positions), CIJJ Editor, CUJ Reporter, Indian Child Welfare (ICWA) Peer Support Specialist, Archaeologist 1/11, Field Archaeologist, Fisheries Habitat Tech, Grande Ronde, Fisheries Habitat Biologist I-Umatilla Habitat Project, Range Technician (Seasonal) 2 positions Seasonal, Child Development Intervention Coordinator, Resource Worker (Oregon Youth Corp) 1-2 positions, Nixyaawii Education Center Cook, Computer Helpdesk Technician I, Web Programmer I, Child Support Enforcement Attorney, Police Officer(5) positions, Fish & Wildlife Conservation Officer, Tribal Court Office Assistant/IT Liaison, Surveillance Operator(1 position). For more information and how to apply go to https://ctuir.org/career-opportunities/. Closing dates vary with positions.
Nez Perce Tribe
Boys & Girls Clubs
Policy Board Vacancy Announcement

The Nez Perce Tribal Executive Committee is accepting letters of interest for appointment to the Boys & Girls Clubs of the Nez Perce Tribe (BGCNPT) Policy Board. Two (2) three-year appointments, two (2) two-year, and one (1) one-year letters of interest will be accepted from all eligible applicants.

Applicants must be at least 18 years of age with experience working with youth, resource development, business fundamentals, fundraising, budget management, understand the community and its needs for youth, and must be residents of the Nez Perce Reservation or adjacent communities.

Policy Board members must represent a wide spectrum of industries and local interests and are charged with the responsibility of assuring the integrity of the BGCNPT by overseeing financial, structural and policy recommendations that guide the organization. In addition, the Policy Board helps build a network of like-minded community members and organizations that can help the BGCNPT achieve its mission.

Submit letters of interest to Marsan Lawyer, NPTEC Support, no later than 4:30 pm (PDT) Monday, August 14, 2023. Letters of interest may be submitted by mail, hand delivered, or emailed to nptecsupport@nezperce.org. If you have any questions about the vacancies please call Marsan at (208) 621-3687.
WANTED

CULTURAL SPECIALIST - FEMALE

Full-Time
• 32 hours per week.
• Schedule: Varies, must be able to work holidays and weekends.
• $21.33–$33.00 per hour DOE/DOQ.

Minimum Requirements
• HS Diploma or GED required.
• Must be 21 years of age.
• Valid WA Teaching Certificate Preferred.
• Visit our webpage for more details.

Benefits
• HL7N pays 100% of the insurance premium for Full-time Employees (32+hours).
• Visit our webpage for more details.

For more info or to apply visit us online!

5600 E 8th Avenue, Spokane Valley, WA
509-795-8324
www.healinglodge.org