

~JULY 29, 2024 ~



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 Police Department is recruiting for: **SCHOOL RESOURCE OFFICER (LATERAL) [HR-23-193] (Full-time/Lapwai)**. The purpose of the School Resource Officer and this description is an assignment responsibility within the Lateral Police Officer Class Description into the school systems within the boundaries of the Nez Perce Indian Reservation. The School Resource Officer will make themselves more available and responsive to the needs of the students in the schools where the officer is assigned, however, will respond to other schools within the boundaries of the Nez Perce Reservation or locations. Responsible in the investigations involving juvenile offenders or juvenile victims. Will be assigned to the Criminal Investigation Division supervisor who will plan, organize and direct the activities. Responsible for enforcement of tribal, city, state and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Prefer this candidate be willing to reside within the boundaries of the Nez Perce Reservation or resides within 30-mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within 30 minutes of notification when on-call or recalled to duty



for emergencies and manning shortfalls. Requires High School Diploma or equivalent and college level education preferred. Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at the time of appointment. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards and Training (POST) from any state. Requires valid Idaho driver's license and the ability to be insured under Tribe's policy. 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 date of hire. Must have an honorable, good conduct, or honorable discharge from the military service if applicable. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Class/job 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 Step 2)*

The Nez Perce Tribe Education Department is recruiting for: **INTERN-EDUCATION [HR-24-100] (Part-Time During the School Year/Lapwai)**. The purpose of the internship is to provide second through fifth year undergraduate students with real world situations that are applicable in a tribal learning environment focused on culturally relevant education to improve whole child development (including academic achievement) of Native American students in K-12th grades. Intern will assist the Nez Perce State Tribal Education Partnership (STEP) staff in facilitation and engagement of school teams, collection of cultural-based evidence gathering data, community outreach and awareness, training, and capacity building efforts targeting partner public school district's students, families, and staff. On-the-job training will be provided. Capacity building plan will focus on facilitation of meetings and training, Idaho public school systems (state and local education agencies), mainstream education assessment and evaluation, effective school-Tribe-community partnerships, data monitoring, and other topics specific to current trends and research of Native American populations. Special emphasis on Nez Perce culture. Must maintain positive working relationships with school and community partners. Responsible to use data management and tracking system to document scope and outcome of technical assistance and professional development services provided. The class functions within a general outline of work to be performed; develops work methods and sequences under general supervision of the Education Department Manager and additional support from the STEP Technical Assistance Coach. Requires high school diploma or GED certification with a minimum of one (1) successful higher education school year (2 semesters or 3 quarters) and up to five (5) years of college level course work. Preference for majors related to education or closely related field. No prior work experience is required although documentation of previous paid and/or unpaid work experiences is desirable. Preference for individuals comfortable with public speaking, working cooperatively with others, good organizational skills, and good time management. Must be able to pass a criminal background check. 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 8)*

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **BUS OPERATOR [HR-24-115] (On-Call/Kamiah)**. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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-24-116] (On-Call/Lapwai)**. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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: **BUS OPERATOR/DISPATCHER [HR-24-117] (Full-Time/Lapwai)**. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No DWI or Moving Violations in the past five (5) years; and not more than three (3) moving violations convictions within the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam which includes a drug screen in order to operate Appaloosa Express vehicles. Requires five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one year in a customer environment preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Education Department is recruiting for: **YOUTH EVENT COUNSELOR [HR-24-165] (Part-time/on call (29 hrs. or less) Lapwai)**. 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. Training dates TBD. 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. **Open until filled.**

The Nez Perce Tribe Department of Law & Justice is recruiting for: **TECHNOLOGY ADMINISTRATOR [HR-24-167] (Full-time/Lapwai)**. This position is grant funded. This class is a sworn Technology Administrator/Civil Officer Law Enforcement Officer position whose primary responsibility is to create, maintain, manage and backup software and data for the Nez Perce Tribal Police Department records management system. Provides services daily during tribal business hours, and on call after hours, weekends, and holidays. Responsible for installation of records management software on new computer equipment, manage VPN (Virtual Private Network) for all department personnel. Provides technical support to the programs in the Law and Justice Department. Requires two (2) years of college education (48 credits) in information technology or closely related field. Please provide college transcript. Three (3) years' work experience may be substituted for each year of required college education. Must be 21 years of age. Requires a minimum of three (3) years' work experience in information systems, three (3) years of documented successful work experience, highly organized with the ability to identify and implement needed systems and follow-up processes. Requires three (3) years in a supervisory role. The selected candidate must successfully complete a polygraph and complete background investigation prior to 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 Resources Management Production Division is recruiting for: **ADMINISTRATIVE SPECIALIST III [HR-24-170] (Full-time/Lapwai)** Will provide administrative support to the division director, deputy director, and division project leaders. In addition, this position also serves as the Acting Fisheries Department Administrative Assistant in their absence. Responsibilities include: preparation of NPTEC and subcommittee packets, computer hardware and software skills; office equipment management; 50 WPM key board skill; establishment and maintenance of division project files; preparation of correspondence, memos, schedules, documents and reports utilizing computer software applications; and performance of routine clerical tasks, such as processing and delivery of incoming and outgoing mail, data entry, filing, faxing, photocopying, and processing purchase orders and payments. This position will work closely with department and field office support staff. Requires two years of college education, or vocational technical degree, with emphasis in administrative skills Business, or a closely related field. Requires the ability to obtain Notary Public Certification. Requires two (2) years, tribal government preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 13)**

The Nez Perce Tribe Department of Social Services/Üuyit Kimti program is recruiting for: **RECEPTION OF RESOURCES [HR-24-171] (Full-time/Lapwai)**. The purpose of the class is to serve as the first point of contact for clients of the Üuyit Kimti Program. Assists clients with intake, eligibility determination, and referral to additional resources. Responsible to provide office administrative support for the program employees. Assists with the gathering of personal information, data, data storage, retrieval, and reporting in compliance with grant requirements. The position is under the supervision of the Nez Perce Tribe Üuyit Kimti program Director. Requires two (2) years of college education (48 credits) in business, office administration, or closely related field. Please provide college degree/transcript. Three (3) years of relevant job experience may be substituted for one (1) year of required college education. Computer proficiency in word processing and spreadsheets preferred. Requires passing a successful background check within thirty (30) days of hire, as a requirement of continued employment. Requires two (2) years' experience in project or office support work. Experience working with Native American communities preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. **This position closes on 8/12/24. (Grade 13)**



The Nez Perce Tribe Department of Education/Vocational Rehabilitation Program is recruiting for: **EMPLOYMENT OUT-REACH TECHNICIAN III [HR-24-172] (Full-time/Lapwai)**. To provide assistance in employment placement, advocacy and employment related skills, training and preparedness for disabled Native American clients. Serve as liaison for program and develop and implement partnerships with area employers through recruitment and outreach. Develop communication strategies for program outreach and education and develop and implement new program strategies for program success in employment. Position is supervised by the Vocational Rehabilitation Director. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one-year college. Please provide college transcript. Requires three (3) years of related experience to project needs and one (1) year supervisory experience and/ or working with individuals in employment placement and recruitment and outreach activities. 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 states where you have been licensed to drive within the last three (3) years. **This position closes on 8/12/24.** (Grade 13)

The Nez Perce Tribe Department of Education/Vocational Rehabilitation Program is recruiting for: **VOCATIONAL REHABILITATION COUNSELOR [HR-24-173] (Full-time/Lapwai)**. To serve as liaison between clients, client family, and program partners while providing counseling, advocacy, assistance in employment placement/transition, higher education transition, and case management services for eligible disabled American Indian/Alaska Native (AI/AN) program clients. Responsible for in-take interviews, client eligibility determination, record/database maintenance. Requires an associate degree in vocational rehabilitation or closely related field required, bachelor's degree, preferred. Three (3) years of relevant job experience may be substituted for one (1) year of college. Please provide degree/college transcript. Requires one (1) year supervisory experience, and three (3) years working with the unique Federal American Indian relationship preferred. Criminal background check must be completed and cleared as requirement to maintain employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. **This position closes on 8/12/24.** (Grade 16)

Open to All qualified (In-House & 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 or GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)



The Nez Perce Tribe Police Department is recruiting for: **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 20)**

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)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL(S) [HR-23-169] (Part-time (29 hrs. or less)/Kamiah).** 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 or 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 Students for Success Program is recruiting for: **PROJECT COORDINATOR [HR-23-189] (Full-time/Lapwai).** Position may continue beyond one (1) year contingent on funding. Position may drop to part time (29hours or less) depending on funding. Will report directly to the Students for Success Director. Responsibility to deliver reservation-wide outreach. Requires excellent organizational and multi-tasking skills to oversee and implement grant initiatives. Responsible for supervision of project staff, project activity planning, monitoring and evaluation. Must have excellent writing and oral communication skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits), three (3) years of relevant job experience may be substituted for each year of required college education. Requires (3) years of prevention and program/grants administration experience, and one (1) year supervisory experience. Experience working with Native American students and families is preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 14)**

The Nez Perce Tribe Education Department Career Center is recruiting for: **INSTRUCTOR I [HR-23-198] (Part-time/Lapwai/Orofino and Kamiah).** The primary responsibility is a commitment to student success to attain high school equivalency using a General Education Development (GED) program. The instructor will teach using a variety of methods, synchronous and asynchronous, to students with varying levels of basic skills. The position is part-time using a flexible schedule not to exceed 29 hours per week. The duty station is Lapwai, Idaho or Kamiah, Idaho. A Bachelor's degree in education or related field is required; a secondary teaching certification and emphasis in special education is desirable. A minimum of two years' experience teaching developmental reading, writing and math courses is required. The Career Center interest is to hire up to two instructors to serve a student(s) in a designated tribal office location at Lapwai, Orofino and/or Kamiah. Please submit resume, unofficial college transcript, and your educator certification with your NPT application. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide an unofficial college transcript and educator certification; and 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: **POLICE OFFICER (ENTRY LEVEL) [HR-23-206]** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma or equivalent college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty-one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. [Class/job 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)

The Nez Perce Tribe Social Services Department is recruiting for: **ICW-RESOURCE CASEWORKER II [HR-24-107] (Full-time/Lapwai)**. To provide supervision of staff as assigned; ensure direct care and case management services to clients. This class is responsible for client case management and reporting. Works within a general outline of work to be performed, developing work methods and sequences under the direct supervision of the Director of Indian Child Welfare. Responsible for the protection of children enrolled or eligible for enrollment in a federally recognized Tribe within the boundaries of the Nez Perce Indian Reservation, family preservation and brokering resources to the children and their families. Responsible for considerable knowledge of the laws governing child protection including Nez Perce Tribal Code and the Indian Child Welfare Act. Requires a bachelor's degree in any human services fields, social work, sociology, psychology etc. or closely related field. Pass criminal background check. Requires two (2) years' experience in human service work or working with children and families. Experience working in a Tribal community preferred. Demonstrated leadership experience preferred. [Class description available at the NPT Human Resources Department.](#) The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 17)

The Nez Perce Tribe Police Department is recruiting for: **CORRECTIONS OFFICER(S) (HR-24-108) (Full-time Lapwai)**. To provide direct supervision and oversight of inmates housed at the Nez Perce Tribal Department of Corrections Facility. Responsible for daily operations, including but not limited to; feeding inmates, ensuring medications are correctly administered, hourly checks are performed and ensuring peace and public order are maintained in a secured well-regulated correctional facility. Will assist in ensuring the facility will meet and/or exceed the applicable standards set forth including the adherence to all fire and safety codes. This is a sworn position under the supervision of the Corrections Sergeant Commander. Requires a high diploma or GED. Must be a minimum of eighteen (18) years of age at the time of appointment. Requires the completion of; Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification within one (1) calendar year of hire date. Must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and complete a complete background investigation prior to and to retain employment. Must enter a contract with the Nez Perce Tribe to work for four (4) consecutive years from the date 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 12)



The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK [HR-24-130] (Full-time/Lapwai)**. To ensure quality service and planning of meals which meet the children's nutritional needs in a Head Start, Early Head Start, and CCDF setting and that complies with tribal, federal, state, CACFP, and local regulations. Requires high school diploma, GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, record-keeping, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires Driver's License and ability to be insured under the Nez Perce Tribe 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)**

The Nez Perce Tribe Department of Law & Justice/Probation Department is recruiting for: **PROBATION OFFICER I/COMMUNITY SERVICE COORDINATOR [HR-24-156] (Full-time/Lapwai)**. To supervise and monitor offender compliance with the conditions of probation set by court orders. Develop and maintain probation programs and oversee community service work. Responsible for monitoring adult and/or juvenile offenders under court orders and probation programs. Works within broad policy and organizational guidelines. The position is supervised by the Probation Supervisor. Requires an associate degree in criminal justice or related field, or substitution of certificate of completion in Probation, Law Enforcement, Misdemeanor Probation training or Police Officer POST Academy certification. Requires two (2) years successful experience in a law enforcement or judicial environment, preferably as a probation officer. Requires one (1) year administrative experience, writing detailed reports with supporting rational for recommendations made. Must have experience working with youth and adults. Must have working knowledge of the tribal justice system. Must submit to criminal background investigation. Requires two (2) years successful experience in a law enforcement or judicial environment, preferably as a probation officer. Requires one (1) year administrative experience, writing detailed reports with supporting rational for recommendations made. Must have experience working with youth and adults. Must have working knowledge of the tribal justice system. 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 Students for Success Program is recruiting for: **PREVENTION OUTREACH WORKER [HR-24-157] (Lapwai)**. **Regular full-time position that is grant funded for five (5) months (ending September 30, 2024), but transition to part-time regular (twenty-four (24) hours per week). The funding for this position is three (3) years but position may continue beyond three (3) years contingent on funding. This position may transition back to full-time regular contingent on funding.** Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program's multiple funding sources. Responsible for educational presentations, materials development using tribal specific messages/imagery and available tribal specific data on Alcohol, Tobacco, and Other Drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communication skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. This position will report directly to the Students for Success Director. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**



The Nez Perce Tribe Department of Land Services/Bio-Control is recruiting for: **PROFESSIONAL 1 BIOLOGIST/BOTONIST [HR-24-162] (Full-time/Lapwai)**. To assist the Nez Perce Tribe's Bio-Control agent collection, redistribution and monitoring to combat noxious/invasive weeds. Will assist with bio-control agent rearing and host plant cultivation in greenhouses. Will plan and conduct plant surveys and map plant communities, monitor noxious weed control efforts, Utilize GPA and GIS technology to map plant populations, prepare and write reports, and provide supervision of tech. personnel. Requires Bachelor's of Science in Biology Entomology, Botany, Weed Science or related field (Master's or Doctorate degree preferred). Demonstrated leadership experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide 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 Technology Services is recruiting for: **CABLE TECHNICIAN III [HR-24-164] (Full-time/Lapwai)**. To provide support and installation of low voltage and outside plant cables and hardware. Work within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician II-Lead. Duties may 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. Background check is required within first three (3) months of employment. Requires six (6) months experience in cable installation. Requires acquiring tower climbing certification within one (1) year 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 Gaming Commission is recruiting for: **GAMING COMMISSION DIRECTOR [HR-24-169] (Full-time/Lewiston)**. The class is responsible for regulation of the gaming activities on the Nez Perce reservation, staff supervision, strategic planning, fiscal management, and training. Works with the elected Gaming Commissioners to develop policy for gaming regulation and serves as regulatory point of contact for day-to-day interaction with gaming management. The class researches and formulates long-range goals in collaboration with the Gaming Commission; develops policy and strategic plans as required or directed. This position is supervised by the Law & Order Executive Officer. Requires a B.A or B.S. degree in business, accounting, law enforcement, finance, management or related field. Requires three (3) years of experience derived from working with tribal gaming or other business enterprises and two (2) years supervisory experience. Tribal Gaming License 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 20)**

For current grade and pay scale go to 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


Phone (208) 843-7332 Fax (208) 843-7414



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

OTHER EMPLOYMENT OPPORTUNITIES

- **Northwest Portland Area Indian Health Board (NPAIHB) is recruiting for: Director of Government Affairs & Health Policy.** This is a full-time position with benefits, with a duty station located in Portland, Oregon. Provides support to the Executive Director and 43 Tribes of Idaho, Oregon and Washington (Northwest Tribes) by serving as the primary resource for federal and state policy information; ensures that Northwest Tribes have the information and resources to advocate on health policy issues affecting their tribes and citizens; ensures that federal and state government representatives are informed about Northwest Tribes health policy priorities and programs; and oversees projects to increase the number of American Indians/Alaska Natives in healthcare and health policy. For more information and how to apply go to <https://www.applicantpro.com/openings/npaihb/jobs/3411595/OR-Oregon/Portland/Director-of-Government-AffairsHealth-Policy>. **Open until filled.**
- **Idaho Department of Labor Orofino, ID is recruiting for: Seventh Grade Reading/English Teacher (# 2237306), Special Education Teacher/Timberline (#2237305), Construction Workers/Kamiah (#2237325), Housekeeping Manager (#2235447), Director of Nursing (#2235436), Caregiver or CNA (#2234204), Custodian-SHN (#JC263357218), Transportation Technician Apprentice (#JC263224904), City Administrator (#2241736), Psychiatric Technician Trainee (#JC263005817), Teller-25 hour-Orofino (# JC263141794), Bus Monitor (#2234219).** For more information and how to apply go to <https://idahoworks.gov>. **Closing dates vary with positions.**
- **Lewis & Clark State College is recruiting for: Educational Advisor.** This position is tasked with travel to targeted high schools and middle schools to identify qualified students for Educational Talent Search services and/or to support students once they are participants in the Educational Talent Search program. **Program Coordinator/Student Advisor.** This position is tasked with travel to targeted high schools and middle schools to identify qualified students for Educational Talent Search services and/or to support students once they are participants in the Educational Talent Search program. For more information and how to apply for the recruitments go to <https://lsc.applicantpro.com/jobs>. **Open until filled.**
- **Shorlands & Environmental Assistance (SEA) program within the Department of Ecology is recruiting for: Shoreland & Wetland, Aquatic Resource Specialist (Environmental Specialist 4) (In-Training).** This position is located in Spokane, WA. As a Wetlands/Shorelands Permit Specialist, you will serve as a senior section environmental specialist with responsibility for implementation of the Shoreline Management Act (SMA of 1971 (Chapter 90.58 RCW)) and its rules and state adopted Shoreline Master Programs. Your responsibilities will include negotiating technical and legal details on major shoreline and wetland proposals with local, state, and federal entities on project actions that may have inter-related environmental impacts. You will also serve as a senior environmental specialist on matters pertaining to wetlands, federal and state wetland guidance, and anti-degradation policies contained within (Chapter RCW 90.48) and coordinate the state level permitting response to federal permits issued under Section 404 of the Clean Water Act, issuing permits under Section 401 of the Act. For more information and how to apply go [Shoreland, Wetland, Aquatic Resource Specialist \(Environmental Specialist 4\) \(In-Training\)](#). **Open until filled.**
- **Affiliated Tribes of the Northwest Indians (ATNI) is recruiting for: ATNI-EDC Office Coordinator.** This position will serve as the first point of contact for our employees and guests. The Administrative Coordinator will support the Executive Director and regular office operations, manage human resource coordination, monitor accounts payable coordination, answer and route calls, coordinate travel, and schedule internal meetings. Ultimately, this position is



responsible for ensuring all daily procedures run smoothly and timely. **ATNI-FC Portfolio Coordinator:** We are looking for an experienced loan portfolio coordinator to join our team. Will oversee our loan portfolio and ensure the loans are performing per the terms of the loan agreement. Will be responsible for monitoring the financial performance of our loan relatives and providing reports to senior management. Will also be responsible for working with the underwriting team to ensure the loans are properly underwritten. Additionally, this position is responsible for managing the loans held by ATNI-EDC Financial Services and working with team members to ensure that all loans are performing as expected and that any issues are addressed in a timely manner. For more information about these positions go to www.atniedc.com. **These positions are open until filled.**

- **Nimiipuu Fund is recruiting for: Loan Officer.** Responsible for underwriting, originating, closing, and monitoring the portfolio of loans for NCDF CDFI, a private, non-profit, community development financial institution serving the tribal citizens of the Nez Perce Reservation and community members in areas of Idaho, Oregon, and Washington. The Loan Officer's tasks are undertaken to meet loan production goals, satisfy lending and portfolio management policies, and minimize legal and financial risk to the organization. The position works closely with the Executive Director, Financial Services Consultant, the Loan Committee, and outside lenders or service providers in support of NCDFs CDFI mission, operations, and growth potential. Bachelor's Degree preferred and 1 to 3 years of experience in business, finance, banking, and/or lending that demonstrates a track record of relationship development and management. Salary will commensurate with applicant's experience and educational background. For more information, please contact Jonelle Yearout, Executive Director at jonelle@nimiipuufund.org. **Open until filled.**
- **Nez Perce County is recruiting for: Deputy Prosecuting Attorney, Deputy Court Clerk, Heavy Equipment Operators and/or Heavy Equipment Operator Apprentices, Extra Help P/T Juvenile Detention Support Technicians.** The advertisements will remain open until filled. For more information and how to apply go to www.co.nezperce.id.us/Departments/Personnel. EOE and accords preference to qualifying veterans.
- **AVISTA is recruiting for: Resource Accounting Analyst, Sr. Civil Engineer/Deputy Chief Dam Safety Engineer, Lead Contract Manager, Environmental Scientist-Thermal Generation Support, Enterprise Technology Internship (Computer Science, Data Science, Cybersecurity, Engineering Disciplines), Journeyman Lineman, Sr. Electrical Engineer, Journeyman Protection Control Meter Technician, Electrical Engineer-Distribution Operations, Journeyman Protection Control Meter Technician, Protection Engineer-Compliance, Line Foreman.** For more information and how to apply go to www.myavista.com/about-us/working-at-avista.
- **Confederated Tribes of the Umatilla Indian Reservation (CUTIR) is recruiting for: Staffing & Recruitment Specialist, Finance Clerk, Administrative Assistant II, Forestry Technician-Fuels Crew, Entry-Level Wildland Firefighter/Firefighter type 2, Advanced Wildland Firefighter, KCUW Operations Associate, Family Resource Placement Specialist, FDPIR Warehouse Coordinator, Administrative Assistant II, Family Preservation Program Manager, Archaeologist I/II, Field Archaeologist, Environmental Toxicologist, Toxics Intern II (Internal), Fisheries Habitat Technician 1-GR Projects, Fisheries Habitat Biologist II, Fish Passage Specialist, Supervisory Forester, Forester, Wildlife Technician I (Internal), Indian ED. Coordinator, Building Inspector, Planning Director, Public Transit Bus Driver CDL-Part Time, Firefighter/EMT-Basic, Police Officer, Communication Officer (Dispatcher), Utility Operator, Surveillance Operator.** For more information and how to apply go to <https://ctuir.org>. **Closing dates vary with positions.**



JOB ALERT

Cultural Specialist (Female)

- \$22.61-\$33.92 per hour (DOE/DOQ)
- Full-Time, 32 hours/week
 - Must be able to work weekends and evenings
- HS Diploma or GED required
- Experience working w/Native American communities and/or in depth understanding & knowledge of N/A cultures required
- Visit our career page for more information



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