



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

**JOB TITLE:** Community Health and Wildlife Associate

**DEPARTMENT:** Community Environmental Health Program/Wildlife Program

**POSITION SUMMARY:** The Community Health and Wildlife Associate supports Swinomish first foods research and activities, working independently and collaboratively to assist with wildlife research, wildlife monitoring, data management, harvest and preparation of first foods, and community outreach. This position works collaboratively with the Community Environmental Health Program (CEHP) and the Wildlife Program, with direct supervision from CEHP. This is a 40 hour per week, permanent position. Compensation is \$19.00 per hour.

Candidates for this position **must be a member of a federally-recognized Native American, First Nation, or Alaska Native tribe/community**, as this opportunity is offered, in part, as a means of mentoring and fostering career development among individuals with this heritage.

This position may interact with children and Elders as part of our outreach efforts. The individual holding the position will need to pass a drug test and background check prior to employment and is subject to the Community’s drug testing policy during employment.

**SUPERVISION:** This position will be supervised by the CEHP Coordinator, in collaboration with the Wildlife Biologist and Community Environmental Health Analyst. Time will be split on average 50% between the two programs.

**ESSENTIAL JOB DUTIES:**

- Deploy and maintain networks of camera traps
- Download, organize, and analyze camera trap photos
- Deploy and maintain Asian Giant Hornet traps
- Aid in preparation, planting, harvesting and maintaining 13 Moons gardens
- Aid in produce stand distribution
- Community outreach and informal educational events including aid in facilitating workshops with Swinomish community members of all ages
- Use 4WD field trucks, ATVs, bicycles, boats, skis, snowshoes, and other methods of accessing study areas
- Prepare, maintain, and repair field vehicles and field equipment as needed
- Prepare biological samples for laboratory analyses, including: teeth, hooves, skulls, organs, bones, fecal samples, tissue, etc.

- Develop curriculum for and participate in outreach efforts to educate the Swinomish Community and the public about wildlife natural history, as well as Wildlife Program projects and activities

#### **POSSIBLE ADDITIONAL JOB DUTIES**

- Use telemetry equipment to locate and observe study animals
- Assist in the large mammal and other wildlife capture
- Investigate study animal mortalities to perform field necropsies and determine cause of death
- Assist with elk hazing to mitigate human-wildlife conflicts in Skagit Valley agricultural lands
- Because of the Tribe's commitment to service and the well-being of its Members, each employee may be expected to perform a wide range of office and field duties from time to time - such duties may or may not be related to their regular responsibilities (OTHER DUTIES AS ASSIGNED)

#### **MINIMUM QUALIFICATIONS**

- Must be a member of a federally-recognized Native American, First Nation, or Alaska Native tribe/community
- Communicate effectively in spoken and written English
- Proficiency with basic personal computer (PC) including file management and other tasks
- Familiarity with Microsoft Office applications including Excel, Word, and PowerPoint
- Ability to follow detailed data collection protocol and data quality control procedures
- Ability to maintain a positive, professional and team-oriented attitude in challenging conditions
- Valid State-issued driver's license and/or the ability to obtain a Washington State driver's license; must be insurable on the Tribe's insurance policy
- Must pass a drug test and background check
- Must either possess a Wilderness First Aid certification or be able to obtain this certification or the equivalent within 2 months of being hired (SITC will cover associated salary, travel, and course costs). Equivalent experience may be substituted and will be assessed on an individual basis

#### **WORK ENVIRONMENT AND TIME COMMITMENT**

- This is a 40 hour per week position
- Standard work hours at the Swinomish Indian Tribal Community are 8am to 6pm, Monday-Thursday; offices are closed on Fridays
- Position duties will *frequently* require working outside standard work hours, including evenings and weekends
- Daily work outdoors in inclement weather—including rain, snow, wind, severe heat, and darkness
- Travel independently by foot over steep, slick, thickly-vegetated, and broken terrain safely for long distances (> 3 miles) while carrying backpacks weighing up to 30 pounds
- Lift and/or move at least 50 pounds over short distances (> 50 feet)
- Walk, stand, sit, crawl, kneel, climb, and stoop for long periods (up to several hours)
- Use hands and fingers to manipulate field and office equipment quickly and efficiently
- Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Operate vehicles and small boats safely in field situations

## EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Assistant Wildlife Science Technician is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

## TRIBAL PREFERENCE

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

Employee \_\_\_\_\_ Date: \_\_\_\_\_  
Director

1<sup>st</sup> Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Jamie Donatuto, Program Manager

2<sup>nd</sup> Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Tino Villaluz, Program Manager

## APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-7347 or e-mail to [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us) or [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us).
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
  - Email to [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us) or mail to:  
Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257