



# HOH INDIAN TRIBE

## HUMAN RESOURCES

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## Position Description

<b>Job Title</b>	Temporary Positions and Assignments
<b>Department</b>	All Departments
<b>Reports To</b>	Director of Department/ Executive Director
<b>Status</b>	Temporary
<b>Salary Range</b>	DOE
<b>Location</b>	Hoh Tribe Reservation

### **Summary:**

The Hoh Tribe has seasonal temporary jobs that come up throughout the year. These job opportunities can last 1 to 30 days, depending on the assignment. The Human Resources Department will maintain a temporary list of candidates for Directors to review. If you would like to be added to this list, fill out the Hoh Tribe application, submit a resume, and indicate what departments you prefer to work in.

### **Skills and Specifications**

- Ability to work flexible hours and weekends.
- Ability to maintain effective working relationships with the community members and staff.
- Ability to adhere to the personnel policies and drug and alcohol policies.

### **Education and Qualifications**

- Previous work experience in Indian Country preferred.
- Must pass pre-employment drug test and criminal history check.
- Must have reliable transportation, a current driver's license, and liability insurance.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply