HOH INDIAN TRIBE
HUMAN RESOURCES
P.O. Box 2196, Forks, WA 98331
(360) 374-7771 · hr@hohtribe-nsn.org

Position Description

Job Title	Tribal Cultural Monitor
Department	Natural Resources
Reports To	Natural Resources Director
Status	Temporary, On-call
Salary Range	$45.00 P/HR
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:
The Cultural Monitor is a staff representative between Federal, State, Public, and County agencies and the Hoh Tribe's Tribal Historic Preservation Office (THPO). The Monitor will be assigned to obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the Monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features and possibly human remains. The Monitor will watch all ground disturbance activities at construction sites where the Tribe's THPO has requested monitoring according to the potential risk to cultural resources, and document all activities/findings. The Monitor will be contacted for on-call work by the Tribe on a as needed basis.

Duties and Responsibilities: The duties of this position include, but are not limited to

- Review relevant documents related to a site prior to ground disturbing activities;
- Monitor all ground distributing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground;
- Ability to recognize cultural artifacts, human remains, village sites, midden deposits; must have the ability to read maps;
- Request excavation work to stop so that new discoveries can be evaluated;
- Help to ensure Native American human remains and any associated grave items are treated with culturally appropriate dignity;
- Attend/participate in job-related conferences & trainings resulting in some traveling, overnight stays or extended periods;
- Ability to create sketch maps for site identification;
- Other duties, as assigned.

Skills and Specifications:

- **Must be respectful and professional at all times. Rude or bullying behavior will not be tolerated.**
- Employees shall have a strong field-oriented background and ability to take accurate complete notes under exposed field conditions and on construction sites;
- Must occasionally work odd or extended hours and on weekend days as program objectives and needs may dictate;
- Must be willing to wear appropriate Personal Protective Equipment on job sites;
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources;
- Must have basic computer skills and the ability to use e-mail;
- Ability to follow oral and written instructions;
- Ability to read, write, and perform general mathematical computations;
- Ability to perform arduous duties and to work outside under all types of conditions;
- Ability to maintain facilities and equipment;
- Must adhere to the personnel policies and drug and alcohol policies

Education and Qualifications:

- High school diploma or G.E.D is required.
- Must have obtained a cultural monitor certification through the Hoh Indian Tribe, or program of a similar caliber.
- Employees shall have a strong field-oriented background and ability to take accurate complete notes under exposed field conditions.
- Must occasionally work odd or extended hours and on weekend days as program objectives and needs may dictate.
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources.
- Must exhibit and utilize forthright, timely and transparent communication for achieving program, team and accountability objectives for the Tribe, including advanced notices of absences, coordination of activities, and the validity of time claims made against the individual programs in which the employee may work.
- Must obtain or have a Valid Washington State Driver's License

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

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