

Sitka Tribe of Alaska
Job Description
TRADITIONAL FOODS SPECIALIST (SEASONAL)

Exempt:	No	Grade:	4 (\$19.97-\$21.52) DOE
Benefits:	No	Dates:	March 1 – September 30
Department:	Resource Protection	Hours:	8:00a.m. -4:30p.m.
Reports to:	Resource Protection Director		

I. SUMMARY

The Traditional Foods Specialist is primarily responsible for harvesting, gathering, preserving, hunting, and disbursing traditional foods to the Sitka Tribal Citizens (with an emphasis on distributing to the elderly and disabled). Other essential duties include conducting routine preventative maintenance and minor repairs to the Traditional Foods boat and providing boat transportation to various staff within STA to important sites throughout the Sheet'ka Kwaan.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

Reports to the Resource Protection Director and does not supervise any positions.

B. Harvest and Distribution of Traditional Foods

- All harvesting is important, but the items tribal citizens rely on the Tribe to provide are herring eggs, sockeye, halibut, and deer. Ensure these four are the highest priority for harvesting.
- Submit a written float plan prior to any boat trips. Receive approval of float plan from a supervisor prior to the boat trip.
- Maintain a written log of the harvest date, food collected, harvest locations, boat condition, weather condition, and estimated fuel use within 24 hours of the trip.
- Process customary and traditional foods using available resources, calling on others to help as required.
- Arrange for distribution of these foods in accordance with STA's Traditional Foods policy, giving priority to Tribal Elders, low-income families, and those receiving General Assistance benefits, and maintain a written log of distributions.
- This position requires operating a boat carrying a passenger or passengers.
- Other duties as assigned.

C. Operation and Maintenance of ST A Boats

- Operate STA's boat for traditional foods harvesting and other Resource Protection Department program needs.

- Perform preventative maintenance and repairs to the boat, motors, and other equipment.
- Arrange for extensive repairs to STA boats to be conducted by outside sources.
- Work with the department director to schedule boat use for harvesting and other department needs.

D. Meetings, STA Reporting and Professional Conduct

- Attend meetings as requested by the Resources Protection Director.
- Prepare a report for inclusion in quarterly newsletters and the annual report.
- Responds to questions/comments in a courteous and timely manner.
- Complete boat trip and harvest logs.
- This position requires operating a boat carrying a passenger or passengers.
- Complete all paperwork for permitting compliance.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High School Diploma or GED

B. Experience

- Extensive experience hunting and fishing
- Extensive boat operation and maintenance experience

C. Additional Requirements

- Possession of a valid Alaska Driver's license

D. Knowledge, Skills, and Abilities:

- Extensive knowledge of waters and lands of the Sheet'ka Kwaan
- Ability to read a navigation chart and have navigation experience
- This position is required to carry a firearm in the field
- Knowledge of gathering, harvesting (hunting and fishing), processing, and sanitary preservation of traditional foods. Examples are cleaning, filleting, and storing fish and deer
- Ability to communicate effectively in writing and orally
- Ability to perform preventative maintenance and repairs to STA boats
- Ability to work cooperatively with staff, citizens, and clients

- Be eligible to apply for all permits and licenses required for subsistence gathering and harvesting

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony;
- Who has been convicted of or pled no contest to a misdemeanor domestic violence offense;
- Who is subject to a court order issued after a hearing which restrains him or her from harassing, stalking, or threatening an intimate partner or child;
- Who has been dishonorably discharged from the armed forces;
Who has a criminal record indicating that the individual is an unlawful user of a controlled substance.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position, therefore, is subject to reasonable suspicion and follow-up drug/and or alcohol testing. This position is also considered safety-sensitive and subject to random drug and alcohol testing.

C. Insurability

The Traditional Foods Specialist is **required** to be approved as a boat operator by STA's insurance carrier. Initial and continued employment in this position is dependent upon insurability.