

**Sitka Tribe of Alaska**  
**Job Description**  
**JOB TITLE: Traditional Foods Specialist**

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<b>Exempt:</b>	No	<b>Hourly Wage:</b>	\$17.00 – \$19.00
<b>Department:</b>	Resources Protection	<b>Funding:</b>	Compact Funded
<b>Reports to:</b>	Resources Protection Director	<b>Hours:</b>	8:00am-4:30pm
<b>Prepared by:</b>	Resources Protection Director	<b>End Date:</b>	September 29, 2016
<b>Approved by:</b>	General Manager	<b>Date:</b>	January 25, 2016

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**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:**

Harvest, process and distribute customary and traditional foods from the Sheet'ka Kwaan for tribal citizens, including, but not limited to: Gumboots, seal, herring eggs, black and red ribbon seaweeds, sockeye and other salmon, halibut, and deer. A variety of these items also need to be harvested for Tribal use at Tribal functions.

**A. Harvest and Distribution of Traditional Foods**

- All harvesting is important, but the items tribal citizens most rely on the Tribe to provide are herring eggs, sockeye, halibut and deer. Ensure these four are the highest priority for harvesting.
- Submit written float plan prior to any boat trips. Receive approval of float plan from supervisor prior to boat trip.
- Maintain a written log of date of harvest, food collected, locations of harvest, boat condition, weather condition, and estimated use of fuel within 24 hours of 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 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.

**B. Operation and Maintenance of STA Boats**

- Operate STA's boat for traditional foods harvesting and for other Resource Protection Department program needs.
- Perform preventative maintenance and repairs to 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.

**C. General Duties: Reports and Meetings**

- Attend meetings as requested by the Resources Protection Director.
- Prepare 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 needed paperwork for permitting compliance.

**III. MINIMUM QUALIFICATIONS**

**A. Education, experience and licenses**

- High School Diploma or GED
- Extensive experience hunting and fishing.
- Extensive boat operation and maintenance experience.
- Possession of a valid Alaska Drivers license.

**B. Knowledge, skills and abilities:**

- Extensive knowledge of waters and lands of the Sheet'ka Kwaan.
- 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.
- Intermediate (word processing and email) computer skills.
- 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. PREFERENCE**

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

**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 drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

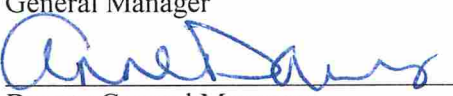
**Criminal Background Check**

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, submit fingerprints and submit a supplemental employment application. No individual may fill this position who:

- has been convicted of any crime involving a sexual offense
- has been convicted, plead no contest to, or has a current pending charge of a felony
- has been convicted or plead no contest to a misdemeanor domestic violence offense
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child

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.

Approved by:  12/24/18  
General Manager Date

Received by:  12/24/18  
Deputy General Manager Date