

Quinault Indian Nation
P.O. Box 189 - Taholah, WA 98587

Applications available at:
www.quinaultindiannation.com



Phone: 360-276-8211 ext. 266
Fax: 360-276-4191

Email applications to:
jobs@quinault.org

Job Openings: November 14, 2016

Applications and job descriptions are available by contacting Human Resources.
Employment offers are conditional on passing drug test, criminal records, or background check.

The Nation supports Quinault Preference in all hiring.

A COMPLETED QIN APPLICATION must be received by close of business on the listed closing date for each position.

Please attach a copy of any permits, licenses, certifications to your application that pertain to the position you are applying for!

PREVENTION ASSOCIATE – CLOSE 11/18/16

This is a grant funded position and therefore is contingent on grant funding. If for any reason the grant is not secured the position will not be funded. The Prevention Associate will utilize curriculums and materials provided by the QCDP Prevention Division, with a goal of reducing the incident rates of problems related to drug and alcohol use in the Quinault Indian Nation's youth population. Conducts prescribed activities based on curriculums and materials derived from accepted evidence-based sources (HALO, Healing of the Canoe, etc.) to increase awareness of prevention strategies and to support healthy alternatives. **Must have: high school diploma or equivalent, no history of alcohol or other drug misuse for a period of three years before employment and not display evidence of misuse of alcohol or other drugs while employed as Associate.** Supervisor: E Sanchez

PART TIME KENNEL ASSISTANT - CLOSE 11/18/16

Position will work 20 hours/week (no benefits). Must be caring and compassionate towards animals, hard worker, and team player. Duties include feeding/walking dogs, cleaning kennels/facility, bathing animals, and report any supply needs or maintenance issues to the supervisor. Will be required to restrain animals when assisting the Animal Control Officer. Position will work weekends and holidays. **Must have HS diploma/GED, valid driver's license, animal control or animal care experience, general office skills, no criminal convictions, and license for use of euthanasia pharmaceuticals may be required.** Supervisor: J Muhlhauser

KITCHEN SUPPORT/DELIVERY (PART TIME) - CLOSE 11/25/16

This is a part time position (20 hours per week) and will not receive benefits. Preparation, serving & delivering of Senior Program Meals. Coordinate with head cook to order food and supplies; assist in setting, clearing tables. Participate in the cleaning of kitchen and equipment; ensure that standards of sanitation and safety are met; operate standard kitchen equipment. Transport senior citizens to other functions. **Must have: valid WA state driver's license; HS diploma/GED; pass background check; and food handler's permit or ability to obtain same before employment.** Supervisor: L Brown

QDNR ADMINISTRATIVE FLOATER – CLOSE 11/25/16

Administrative position responsible for assisting with all areas in the administration of QDNR, including: Procurement, Reception, Records Management, Permits Office, Enrollment, support to the Director and Deputy Director and providing support to other areas within QDNR as needed. This position will provide support using judgment and training in the application of a variety of processes and documentations as required by regulations and established procedures in specialized administrative functions of QDNR supporting the needs of various departments and programs and the Quinault Business Committee. **Must have: High school education or the equivalent, one year of successful work in an office environment doing basic clerical and record keeping work, knowledge of and experience using MS Excel and Word, a valid Washington State driver's license.** Supervisor: P Capoeman

QUEETS HEAD START TEACHER'S AIDE – CLOSE 11/25/16

Instruct students in small groups and provide individual instruction as assigned. Participate in planning and evaluating classroom activities, prepare, gather, and organize instructional material. Must have HS Diploma or GED, completion of 90 quarter hours (60) semester hours of college, or CDA; 1 year experience working with preschool age children in an educational environment, additional qualifying experience may substitute for the required college education year for year. **Must have: a valid Washington State Driver's license, food handlers permit, or obtain before employment, first aid and CPR certification or obtain before employment, pass physical examination, and pass criminal background Clearance, periodic Washington State Patrol record checks and drug testing.** Supervisor: K Peterson

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HEALTH SERVICES DIRECTOR- CLOSE 11/25/16

Incumbent will plan, organize, and direct comprehensive health care activities and overall administration of policy and direction for the Roger Saux Health Center, including Community Health Services and Charlotte Kalama Clinic. Directs program planning and development, program monitoring and evaluation, policy and procedure development, budget planning and monitoring, and health services contract and grant administration. Candidate **must have Master's degree with major study in health care administration, public administration, business administration, or closely related field, or a BA may substitute with proven work experience and knowledge. Candidate must have administrative, consultative, or management experience in health services programs; 4 years in a supervisory level may substitute for Master's degree with proven knowledge. Supervisor: A Halstead**

QUEETS FITNESS TRAINER TECH I – CLOSE 11/25/16

This is a part time position (32 hours/week) in Queets. Ensures that the fitness centers is a safe, fun and clean environment. **Must have: HS Diploma/GED or be able to acquire one within 1 year of employment, Exercise experience or personal trainer certification preferred, Must possess a current Washington State Driver's license and first aid/CPR certification or able to obtain one within 90 days of hire .Able to attain NETA certification within 6 months employment or within 6 months of receiving GED. Supervisor: H Sharp**

HEALTH BENEFITS ASSISTANT - CLOSE 11/25/16

Looking for self-motivated, highly skilled worker who is able to work in a fast-paced environment and meet deadlines in a timely manner. Must be able to decipher by interview what programs clients are eligible to receive, have good customer service skills, have computer skills, have knowledge of state insurance programs, be culturally sensitive, and provide outreach to clients in GH and Jefferson Counties. **Must have: valid driver's license, HS diploma/GED, computer skills and ability to type 40 wpm, obtain Tribal Assistors Certification within 6 months of hire, and pass background check. Supervisor: J Gill**

FAMILY SERVICES PROGRAM ASSISTANT – OPEN TILL FILLED

Perform work requiring knowledge and experience that is specific to a program. Organize and perform work related operations independent of the daily administrative office needs of a supervisor. Represent the program to clients, participants, senior staff and/or QIN members. **Must have: Valid Driver's License; First Aid & CPR within 90 days of hire; HS education or equivalent; 2 years of increasingly responsible para-professional, technical or clerical experience of which 1 year in the specialized functional area may be required. Supervisor: A Brown**

CONTRACT HEALTH SENIOR CLAIMS CLERK – OPEN TILL FILLED

The Senior Claims Clerk directs the work of claims clerks involved in the review, auditing, and processing of medical services claims. Review and interpret policy, billing instructions, and client eligibility. **Must have: Associates degree with medical terminology OR 2 years' experience as a claims clerk, OR equivalent combination of education and experience. Supervisor: M Ralston**

CLINICAL QUALITY IMPROVEMENT COORD. –OPEN TILL FILLED

The Clinical Quality Improvement Coordinator conducts quality assurance and performance improvement activities to ensure the highest quality and most effective delivery of services and compliance with AAAHC, Roger Saux Health Center (RSHC) Policies and Procedures, patient safety standards. This position provides clinical development and support services, and technical assistance and training to clinicians, managers, staff and boards working for RSHC. The areas of clinical quality, clinical operations and practice management, including quality improvement activities, are targeted with the goal of improving clinical services to reduce health disparities in medical, dental, behavioral health clinics and activities. This position leads the Quality Improvement Committee. The Clinical Quality Improvement Coordinator will assist other RSCH staff as needed with quality improvement issues and projects. Additionally, the QA Coordinator oversees all health professional licensure and credentialing. **Must have: Licensed Registered Nurse is preferred. Extensive experience (5 plus years) in a clinical setting with a Bachelor's Degree in a related field (Health Services Administration or Public Health, no substitutions) will be considered in lieu of a license. Experience leading quality improvement efforts in a multi-specialty clinical setting, or community health center is preferred. Familiar with standard concepts, practices, and procedures within medical or the healthcare field. Relies on experience and judgment to plan and accomplish goals. Ability to analyze situations accurately and take effective action. Ability to use computer efficiently and read computer reports and correspondence, including the use of Electronic Health Records (EHR). Ability to communicate in a courteous and professional manner Experience leading and facilitating groups. Valid Washington State driver's license. Supervisor: L McDougle**

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DENTAL ASSISTANT – OPEN TILL FILLED

Assist Dentists in the treatment of patients, perform duties at the request and under the supervision of the dentist and/or Lead Dental Assistant. **Must have: HS Diploma or equivalent, 2 years' experience as a dental assistant preferred, or completion of a vocational course in dental assistance work may be substituted for 1 year of experience.** Supervisor: L McDougle

COUNSELOR IV – CHEMICAL DEPENDENCY– OPEN TILL FILLED

Functions as a contributing CDP with a reduced caseload providing up to 120 hours per month of direct counseling and case management services to patients; consisting of individual, group, family and educational services; including assessment, counseling and aftercare services. Direct counseling shall be reduced in accordance with Chapter 388-877B WAC. **Must have: Certified as a chemical dependency professional (CDP) or a person who meets or exceeds the requirements of a certified CDP in the state of Washington, and would be eligible to take the examination required for certification. Has at least four thousand hours of experience in a state approved chemical dependency treatment agency in addition to the supervised experience hours required to become a CDP. Twenty-eight clock hours of recognized supervisory training may be substituted for one thousand hours of experience. Undergraduate degree (or equivalent) from an accredited college or university; and is qualified as a Chemical Dependency Professional. Meets the qualifications in WAC 246-811-049 Washington State Drivers License. Ability to pass a background check.** Supervisor: E Sanchez

COUNSELOR V - BEHAVIORAL HEALTH – OPEN TILL FILLED

Provide full range of professional health services to clients and the Nation, including assessment, intake, individual, family, marital, group, consultation, and outreach services. **Must have: Master's degree in Social Work or Psychology from accredited institution; at least 2-years direct clinical experience; valid WA State Driver's License; licensed in any state with LICSW, LMHC, LCPCC, LMFT, or licensed psychologist. Must pass background clearance.** Supervisor: L. McDougle

SENIOR MANAGER - BEHAVIORAL HEALTH – OPEN TILL FILLED

Responsible for the implementation, promotion, administration, and coordination of the Behavioral Health program. Responsible for planning, organizing, supervising, and evaluating activities and functions of the program, including day-to-day budget, policies, procedures, and staff supervision. **Must have: Master's degree in psychology, social services, or allied field; 2 years direct clinical experience, preferably with a Native American population; valid WA State driver's license; Must be a Washington State Registered Counselor, or be able to obtain such registration within 6 months; may be required to possess applicable certification in Chemical Dependency Counseling or obtain within 6 months. Must have background clearance checks.** Supervisor: L McDougle

CHRONIC DISEASE PREVENTION MANAGER – OPEN TILL FILLED

Incumbent will act as a liaison between the multidisciplinary team, programs, and departments in providing comprehensive services for individuals with diabetes and their families. Manage the diabetes program to assure quality of services and serves as a leader in clinical and or community diabetes programs. **Must have: Bachelor's Degree in health related discipline or be an RD, graduate of an accredited school of nursing, possess a current state registered nurse license in the State of Washington /BSN preferred, certified Diabetes Educator or eligibility prepared in accordance with the American Diabetes Association's Criteria, current CPR card, and valid WA State driver's license.** Supervisor: L McDougal.

TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – OPEN TILL FILLED

Will serve as the QIN/RSHC Diabetes/Diabetes Prevention Nurse Educator. Provide case management and counseling to diabetes/ pre-diabetic patients. Ensure that all programmatic activities are carried out in accordance with IHS standards of care, RSHC policies and procedures and documented in patients EHR. **Must have: Minimum ADN or BSN in Nursing in Washington State. Experience and knowledge in Public Health, Physical Activity, Nutrition or other relevant health or community education field preferred. At least 5 years of current nursing experience preferred. Must possess a current Washington state driver's license and Healthcare CPR certification; Current RN Professional license in Washington State.** Supervisor: L McDougal

DISPATCH/CORRECTIONS OFFICER TECH VI — OPEN TILL FILLED

Duties include maintain security of small jail facility, answer emergency & non-emergency phone lines, dispatch appropriate emergency personnel, and maintain radio contact with personnel. **Must be able to multitask, prioritize & make decisions quickly & adhere to strict confidentiality policies. Entry-level position, must be 21 years of age with HS diploma/GED, background clearance. Basic telecommunication training course & corrections academy provided.** Supervisor: R Belcher

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WILDLIFE ENFORCEMENT OFFICER – OPEN TILL FILLED

Main duty will be wildlife enforcement. This is a law enforcement position and applicants are required to have the minimum qualifications required for all law enforcement positions by the Quinault Indian Nation. This position will provide enforcement patrols of the areas that the QIN regulates for hunting for tribal members, both on and off the reservation. Basic police training and/or previous law enforcement experience preferred. **Must have HS Diploma/GED; be at least 21 years old on commissioning; able to pass background check, drug, psychological, and polygraph tests. Must have no prior felony or domestic violence arrests, and no substance abuse convictions. Must have valid WA state driver's license and good driving record, and have completed or be able to complete a certified law enforcement academy within 12 months. Applicant must be in good physical condition, able to patrol by foot and/or vehicle as needed. Knowledge of hunting areas and roadways, both on and off the reservation, is required. Supervisor: J Eison**

FISHERIES ENFORCEMENT OFFICER – OPEN TILL FILLED

Main duty will be fisheries enforcement. This is a law enforcement position and applicants are required to have the minimum qualifications required for all law enforcement positions by the Quinault Indian Nation. This position will provide enforcement patrols of the areas that the QIN regulates for hunting for tribal members, both on and off the reservation. Basic police training and/or previous law enforcement experience preferred. **Must have HS Diploma/GED; be at least 21 years old on commissioning; able to pass background check, drug, psychological, and polygraph tests. Must have no prior felony or domestic violence arrests, and no substance abuse convictions. Must have valid WA state driver's license and good driving record, and have completed or be able to complete a certified law enforcement academy within 12 months. Applicant must be in good physical condition, able to patrol by foot and/or vehicle as needed, and must be able to complete basic law enforcement training within one year of employment if applicant has no previous training. Knowledge of hunting areas and roadways, both on and off the reservation, is required. Supervisor: J Eison**

ACCOUNTING SPECIALIST II – OPEN TILL FILLED

This is an intermediate accounting level position receiving minimal direction within the framework of broadly defined policies and procedures. Assist staff participating in a wide variety of fiscal activities such as preparation of reconciliations, reports, accounts receivable and payable, payroll, general ledger activity, and other fiscally-related activity such as purchasing, cashiering and other office support staff. Maintain all appropriate files. **Must have: Bachelor's degree from an accredited college or university in accounting, finance, mathematics or related field; Two years professional accounting experience; an equivalent combination of education and/or experience may substitute for minimum education requirement. OR Six years of experience as a Fiscal Technician of which at least two years was spent performing professional accounting functions, particularly, accounts receivable, and accounts payable. Supervisor C Carpenter**

SPECIAL PROJECTS FORESTER – OPEN TILL FILLED

Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (QIN) Department of Forestry including direct supervision of the QIN Inventory and Planning Foresters. Acts as Forestry's liaison with grant funding agencies such as the Natural Resources Conservation Service (NRCS) and the Salmon Recovery Funding Board (SRFB). Acts as or provides direct support to Contracting Officers for grant-funded projects including administration of related budgets; and provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation and monitoring of the Forestry budget and other administrative tasks. **Must have: a bachelor's degree with major study in forest management or other related natural resources field and four years progressively responsible experience in professional forest management activities. Successful candidate must have or be able to obtain a Washington State driver's license and must have and maintain the ability to be insured under the QIN automobile insurance. Supervisor: Forest Manager**

FISHERIES ADMINISTRATOR – OPEN TILL FILLED

Provide Dept. of Fisheries (QDFi) assistance by monitoring, controlling, and reporting on budgets, creating and maintaining schedules of administrative deadlines and events, creating and applying appropriate digital administrative tools using archival and computational software, working with QDFi managers to write grant proposals and administrative reports, and performing other administrative tasks of QDFi. Perform technical work directly delegated from the Director and in Support of QDFi program(s). **Must have BA, preferably in natural resources field; intermediate to advanced expertise in Excel, Word, and Access; well-developed writing skills; excellent communication and organizational skills.**

Supervisor: P Capoeman

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FORESTER III, IV — OPEN TILL FILLED

Performs Timber Sales Administration duties that will assure that proper logging methods are utilized on timber sales and that the logging is conducted as stipulated by the Environmental Assessment and Inter Disciplinary Team process through contract/permit and logging plan development. Documents sale progress and issues through written inspection reports.

Must have: Bachelor's degree with major study in forestry, forestry management or other related natural resource (ecology, wildlife, etc.). Three years progressively responsible experience in professional forestry management activities of which two years shall be at the Forester 1 or Forest Technician 5 level. OR Six years' experience at the Forest Technician 4 and 5 levels. OR Equivalent combination of education and experience. AND must have or be able to obtain within the first month of employment a Washington state driver license. Must have and maintain the ability to be insured under QIN automobile insurance. Must be able to pass a federal background security investigation as required to work within the BIA office and access required data and records. Continued employment will be dependent upon passing the security investigation. Ability to maintain confidentiality of information. Supervisor: E North

FORESTRY TECH IV - VI — OPEN TILL FILLED

Responsible for data collection and analysis of multiple forestry management information gathering projects for assigned area(s) or sections, prepare and present reports on findings. Duties include supervision and training of support staff assigned on a permanent or temporary basis. Establish and maintain an effective system of communications within the organization, and establish and maintain effective working relationships with diverse groups and individuals. Work is primarily performed in an outdoor setting in varying weather and terrain conditions. **Must Have: AA degree in forestry' or other natural resource. Three years of experience at the Forestry Technician level or equivalent. OR Five years of forestry technician experience of which at least two years must have been at the Forestry Technician 3 level or equivalent. Must have or be able to obtain within the first month of employment a Washington state driver license. Must have and maintain the ability to be insured under QIN automobile insurance. Must be able to pass a federal background security investigation as required to work within the BIA office and access required data and records. Continued employment will be dependent upon passing the security investigation. Ability to maintain confidentiality of information. Supervisor: E North**

MANAGER OF FOREST – OPEN TILL FILLED

Quinault Indian Nation seeks to employ a Forest Manager to; manage, plan, organize, direct, implement and coordinate the activities for all forestry department programs for the Quinault Nation on the approximate 200,000 acre Quinault Reservation, including timber sales on all trust and tribal lands with an AAC of 47MMBF. The Forest Manager would oversee Forest Development, Wildland and Structure Fire, Road Management, Tribal and Trust Timber Harvest and Technical Support and Planning. The Forest Manager is responsible for day-to-day operations, administration, and implementation of forestry planning, management, and applied research, input to policy development, budget allocation, development of program work plans, and development, review and evaluation of long-term management plans. Collaborates with the Taholah Agency Superintendent and under the direct supervision of the Director of the Quinault Division of Natural Resources. **Must have: Bachelor's degree in forestry, forest management, forest engineering, forest economics, forest science, forest silviculture or related field. Master's degree desirable. Five years of professional experience, one of which must have been at the senior forester or biologist level or equivalent OR Bachelor's degree in business administration, public administration or closely related field. Six years of administrative experience in a forestry management program policy-making level or six years of second-line supervisory experience of professional (related) forestry staff including two years of responsibility for developing and implementing forest management policies. WA State Drivers License or able to obtain within first month of employment, able to pass federal background check, able to maintain confidentiality. Supervisor: D Bingaman**

We accept applications for these on-call positions:	Receptionist	Senior Program Assistant/Cook* (valid food handlers required)	Licensed CDL Drivers	Labor pool
	Custodian	Day Care/Head Start Aide/Cook* (valid food handlers required)	Certified flaggers	Construction