

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



Phone: 360-276-8211
ext. 4613 or 4610
Fax: 360-276-4191

Applications available at:
www.quinaultindiannation.com

Email applications to:
jobs@quinault.org

QIN Current Job Openings: February 19, 2019

Applications and job descriptions are available by contacting Human Resources jobs@quinault.org
The Nation supports Quinault Preference in all hiring.

Employment offers are conditional on passing drug test, criminal records, or background check.

<p>New <u>FORESTRY TECHNICIAN 4/5/6 - OPEN UNTIL FILLED</u> Technician within the QDNR Forestry Department, Timber Harvest section, under direction of the Harvest Manager. Incumbents will have responsibilities for duties in support of timber sale-preparation, contract administration, or forest roads projects occurring on Indian Trust lands within the Quinault Indian Reservation. Work may be performed independently over extended periods of time. <u>Request Job description for Minimum Qualifications.</u> Supervisor: Eric North</p>
<p>New <u>LAND USE PLANNER - CLOSSES 3/21/19</u> Performs professional planning services for current planning activities related to land use development review, in order to carry out the current planning goals of the Quinault Indian Nation. Responsibilities include review of planning actions such as land divisions, zoning compliance for permits, variances, and lot line adjustments; assist the public; responsible for updates of land use planning documents. Major emphasis is placed on excellent customer service, working in a collaborative team environment, and the ability to work effectively on multiple projects and project deadlines. <u>Minimum Qualifications:</u> Bachelor's Degree in Community Development and Planning from an accredited university or related field, and Two years' experience with community development and planning. Supervisor: Charles Warsinske</p>
<p>New <u>TIMBER SALES ADMINISTRATION SUPERVISORY FORESTER P5-10/11 - OPEN UNTIL FILLED</u> Leads and supervises the Timber Sales Administration Program. Administration responsibilities for all trust timber sales occurring within the Quinault Reservation. Development of appropriate operational plans for timber harvest and assures compliance with contracts, permits, and logging plans. Serves as lead forester responsible for conducting foresee products sale administration to assist in forest wide long range management planning for the Trust Forest Department. <u>Request Job description for Minimum Qualifications.</u> Supervisor: Eric North</p>
<p>New <u>FISCAL TECH I FLOATER- CLOSSES 3/4/19</u> Entry level position that provides support to the Accounting Department by performing basic office tasks and duties. <u>Minimum Qualifications:</u> High school education or the equivalent. Must have valid driver's license. Supervisor: Cindy Carpenter.</p>
<p>New <u>YOUTH WELLNESS COACH INTERN- CLOSSES 3/6/19</u> Provide nutrition education services for youth and families to encourage adopting healthy food practices and active lifestyles throughout the Quinault Indian Nation (QIN). Manage and assist in writing/planning childhood obesity grants. Plan, schedule and deliver basic nutrition classes, food demonstrations, and other activities necessary to meet the objectives of the childhood obesity program. Provide and coordinate one-on-one nutrition consulting with parents and child to develop a wellness plan. Work with the fitness and wellness team to achieve a dietary and fitness plan. <u>Contact HR for JD Minimum Req.</u> Supervisor: Chronic Disease Prevention Manager.</p>

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New **ADMINISTRATIVE ASSISTANT III PLANNING - CLOSES 3/21/19**

This is a senior level classification with a wide variety of responsibilities for providing administrative support and clerical assistance to a department director or division manager. Provides para-professional administrative and staff assistance by reviewing, controlling, prioritizing and coordinating the work of departmental/divisional professional staff; or performs technical work which is directly delegated from and in support of the director/manager and department/division program(s). Administrative Assistant duties require special judgement, skills, training and/or experience. **Minimum Requirements:** HS/GED, if required by position job specific certification and 1 year experience. Supervisor: Charles Warsinske

ADMINISTRATIVE ASSISTANT III-CHEM. DEP. OPEN UNTIL FILLED (RE-ADVERTISEMENT)

Applicants are expected to subscribe to the philosophy of total abstinence for recovered and recovering alcoholics or addicts. **Minimum Requirements:** *Applicants shall have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.*

Level T2:

High School Diploma/GED, Computer literate Valid Driver License.

Level T3:

High School Diploma/GED, Computer literate with Microsoft/Excel, 6 month experience in an office setting, Valid Driver's License. Supervisor: Larissa Williams

CASEWORKER IV - FAMILY SERVICES OPEN UNTIL FILLED (RE-ADVERTISEMENT)

Provide a full range of professional level social services to clients and the Nation through responsibility for a variety of social work and research functions addressing aging and adult, child protection, and economic and medical services and issues.

Minimum Requirements: Bachelor's degree in Social Services, Human Services, or Behavior Services, or an allied field. Plus 1-year of experience as a social worker or equivalent paid social services experience. Or Bachelor's degree in Social Services, Human Services, or Behavior Services, or an allied field and two years paid allied filed experience performing functions equivalent to those described in the position description. Valid Washington State driver's license. Must pass a criminal background clearance by WSP. Supervisor. Some positions may require the incumbent to have applicable Certification in Chemical Dependency Counseling. Supervisor: Dawn Raincloud

CLERK 4/5/6 FORESTRY OPEN UNTIL FILLED (RE-ADVERTISEMENT)

This position serves as staff support to the forestry team and reports to the supervisory program forester. Generally, work is given directly from individual forestry team members for completion in the order received. Specific projects that must be prioritized over work previously received will be cleared with the supervisory program forester. Work assignments will include being the primary or backup person responsible for four major functions: 1) preparation, execution, and administrative tracking of timber sale and related accounts; including collection, tracking and allocating revenue disbursements of all revenues; 2) create and maintain records documenting owner approval for forestry actions; 3) prepare correspondence; 4) maintain records. Supervisor: Jimmy Hargrove

FORESTER- STAND IMPROVEMENT OPEN UNTIL FILLED (RE-ADVERTISEMENT)

Plan, Develop, Oversee, and Administer the stand improvement project to include, PCT unity layout, Thinning contracts, Hand Fertilization. Supervise up to 5 seasonal employees, Maintains strong business relationships with local industry and other stakeholders. Communicates management objectives to Tribal Officials, Provides input to all forest management activities as a member of the QDNR Interdisciplinary Team. Supervisor: Jimmy Hargrove

QUEETS CUSTODIAN -- OPEN UNTIL FILLED

Perform custodial assignments to maintain the cleanliness and care of facilities, buildings and grounds. Clean buildings, offices, workshops and other QIN or non-QIN facilities as assigned. Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships. May direct the work of helpers' and/or trainees. **Minimum Qualifications:** Previous custodial or general maintenance work, or one year as a Custodial Helper/Trainee. Valid Washington State Driver's license. Supervisor: J Gonzales

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PRE SALES SUPERVISOR - OPEN UNTIL FILLED (REVISED JD)

Bachelor's degree (BS) with major study in forest management or related natural resources field, plus 5 years of relevant work experience; an Associate's degree (AAS) in a related study and extensive demonstrated experience may be substituted for a BS. Appointment will be subject to successful completion of background security investigation. Ability to comply with Federal Drug Free Workplace Act, and possess a valid Washington State Driver's License. Supervisor: Eric North

LEGAL CLERK IV- OPEN UNTIL FILLED (REVISED JD)

Responsible for performing and supervising the performance of all secretarial, clerical, and legal assistant activities requiring knowledge of procedural law, QIN Policy, Court procedures, and status of cases/issues in progress. Supervisor: Derril Jordan

Minimum Qualifications:

- **T5 G5:** Graduation from high school or GED equivalency **AND** three years' secretarial experience with at least one year legal secretarial experience preferred.
- **T6 G6:** Graduation from high school or GED equivalency **AND** five years' secretarial experience with at least one year legal secretarial experience preferred.
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WILDLAND ENGINE CAPTAIN - OPEN UNTIL FILLED

Works as a supervisor of a fire engine crew, operates communications equipment such as radios, telephone, and other equipment necessary to exchange information of fire weather and fire suppression activities. Performs prescribed burning crew duties, may work on special forestry projects, provides training opportunities to crew, various manual duties are listed in full job description. Required qualifications: HS/GED, Must be 18 yrs. old, valid WA ST Driver's License, minimum 3 seasons of wildland fire experience, currently working towards qualification as a NWCG Engine Boss. (Must complete task book w/I 3 years), NWCG qualified class "A" sawyer, current First Aid/CPR card. See JD for other requirements.

Supervisor: John Preston

WILDLAND FIREFIGHTER FF1/FF2 - OPEN UNTIL FILLED

Works as a member of a fire engine crew, performs duties in fire prevention and suppression. Performs prescribed burning crew duties, may work on special forestry projects, and partake in daily physical fitness and suppression training. Various manual duties are listed in full job description. Required qualifications: Must be 18 yrs old, valid WA ST Driver's License or obtain within 1-month of hire date, Must be able to pass a drivers history screening, health screening, and work capacity testing. See JD for other requirements. Supervisor: John Preston

QDNR FLOATER - OPEN UNTIL FILLED (RE-ADVERTISEMENT)

Entry level Administrative position responsible for assisting with all areas in the administration of QDNR.

Minimum Requirements: High School Diploma or GED, 1-year of office experience, knowledge of Excel/Word, Valid Washington State Driver's License or ability to obtain w/I 30 days, Supervisor: Pauline Capoeman

FISHERIES TECH 1-3 (up to 25 positions in QUEETS) OPEN UNTIL FILLED

Fisheries Technical Support Section will be hiring up to 25 workers in Queets for trapping, tagging, and night seining of Coho Smolts. These are seasonal positions from Late February through Mid July 2019. Applications will be accepted throughout the season, but do not delay in getting your application in so you can be placed on the roster. **Desired Qualifications:** QIN Tribal Member, Prior Fisheries Experience, Valid Driver's License, Reliable, capable of strenuous activity, and willing to work in inclement weather, and flexible schedules including nights and weekends. Supervisor: Larry Parker

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TECH III TEACHER (LEAD) DAYCARE - OPEN UNTIL FILLED (RE-ADVERTISEMENT)

Provide care and supervision to whatever age group assigned to. Works with the children, parents and other staff to ensure the continuity of care is maintained throughout the day at the center. Duties are performed following clearly defined work procedures and priorities.

Minimum Requirements: High School Diploma or equivalent. Must be at least 18 years of age. Valid Washington State Driver's license. Documented child development education or work experience or complete the 20 HR. STARS training within 6 months of becoming a lead teacher. Willing to attend classes to ensure at least 10 hours continuing education in early childhood each year. Able to attend yearly food training.

First aid and CPR training including child CPR training as well as AIDS/HIV training or obtain after employment. Food handlers permit or obtain after employment. Must have a TB test immediately after employment. Pass a criminal background check and drug testing upon hiring as well as periodic checks for both. Supervisor: Kendall Peterson

LPN-LICENSED PRACTICAL NURSE - OPEN UNTIL FILLED

Under general supervision, as an experienced licensed practical nurse, provides practical nursing services in a hospital, clinic, school, private home, or other treatment facility. **Minimum Requirements:** Possession of a valid license to practice within the State of Washington and two years of experience as a Licensed Practical Nurse. Supervisor: Paul Baron

MEDICAL DIRECTOR - OPEN UNTIL FILLED

Provides medical leadership in an ambulatory care setting; plans and directs all aspects of the organizations medical policies and procedures, peer review, programs and staffing. Supervises medical staff, performs professional medical services in a family practice setting for acute and chronic illness focusing on health promotion and illness prevention. Contributes to the development and implementation of the Roger Saux Health Center's objectives and the Quinault Indian Nation strategic plan to deliver services that provide optimum patient care and ensure efficient use of resources. **Minimum Requirements:** Grad of accredited school of medicine, completion of residency in Family Practice or related field, Valid WA State License to practice Medicine, Board Cert in Family Prac or Board Eligible, CPR/ACLS Required, 3 yrs. exp providing med care, Exp as a Med Director or leadership position, knowledge of scope of practice, reg auth., gov practice of PA/NP in Washington State. Supervisor: Aliza Brown

OFFICER IV-POLICE – 2 POSITIONS - OPEN UNTIL FILLED

Minimum Requirements: High school graduation or equivalent. Twenty-one (21) years of age. Two years of full-time college in police science or allied field or one year of police or appropriate security experience may be required.

No prior felony convictions, or misdemeanors involving firearm violations, theft, or excessive use of alcohol or controlled substances. Must have acceptable driving record.

Must be in good physical condition and able to pass physical examination and any other physical test given. Must be able to pass drug and psychological tests. Must be able to successfully complete, or have completed a certified law enforcement academy training program and have been employed as a sworn law enforcement officer during the previous twelve (12) months. Valid Washington State driver's license. Supervisor: Ron Belcher

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

***In House Only means: Any Permanent QIN employee not on probation may apply**

We are still accepting applications for the ON-CALL/SUB list:

Receptionist, Custodian, Clerical, Licensed CDL Drivers, Daycare/Head Start Cooks, Daycare/Head Start Teacher Aides, Senior Cook/Transportation

*Must have Current Food Handlers Card and Driver's License if position requires it.

If you have a current application on file, you must call the office (Ext. 4613 or 4611) to ask that your application be submitted for the position by the COB of closing date.

Please attach a copy of any permits, licenses, certifications to your application that pertain to the position you are applying for and list specific dates of previous employment that displays your work experience.