

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: October 16, 2017

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!

TEMP FISH TECH – (Re-advertisement) - CLOSSES - 10/20/17

Spawning Surveyor 3-Openings 1-Taholah 2- Satsop. Responsible for performing various field and lab data collection duties, including night/weekend scheduling. Provides technical support related to fisheries management: water sampling, fish/shellfish collection, tagging, stream surveying, all involving strenuous activity and the ability to work independently.
Valid WA Driver's License required

QUEETS FITNESS TRAINER TECH I –(Re-advertisement) - CLOSSES - 10/20/17

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**

QUEETS RECREATION ASSISTANT –(Re-advertisement) - CLOSSES - 10/20/17

Assist the Queets Recreation assistant with planning, coordinating, organizing, and implementing community recreational, social, athletic and cultural activities for the Quinault Indian Nation. **Must have: High School diploma or GED certification, 3 months of job experience working with the youth or elders either in an employment capacity or volunteer basis. Valid Washington State Driver's License required. 18 years of age or older with a good driver's record. No felonies or crimes against children. Appropriate license or certification or obtain within 3 months of employment: A Water Safety Instructor's or equivalent issued by the American Red Cross or YMCA may also be required, CPR/1st Aid Card, Food Handler's Card. Supervisor: J Gonzales**

FISCAL TECHNICIAN III (Accounts Payable) - CLOSE 10/20/17

Provide fiscal support using independent judgement in the interpretation and application of a variety of rules and procedures in specialized fiscal functions, such as internal control, revolving fund maintenance control, and providing resource data for reports. Perform detailed fiscal work where independent judgment is exercised to make fiscal determinations and to solve problems that arise within work assignments. **Must have: High school education or the equivalent. And Two years as a Fiscal Technician II or equivalent, including experience using accounting - related software. An Associate of Arts Degree, or equivalent, in accounting or business may substitute for one year of required experience. Supervisor: C Carpenter**

TGA SURVEILLANCE OBSERVER – CLOSE 10/20/17

Provide enforcement and loss control by monitoring, observing, and reporting to ensure the integrity of the gaming enterprise at the Quinault Beach Resort & Casino. Observe and document casino activity pertaining to violations of law, compliance with the Quinault-Washington State Compact, Title 70, NIGC MICS, and the casino internal controls. Maintain confidentiality with regard to Agency activity and informational files. Required to work varying shifts to accommodate surveillance requirements. **Must have: demonstrated knowledge of casino card games; proficient written and oral communication skills; computer skills with word processing and databases; customer service experience; obtain and maintain Tribal Gaming License; be 21 years of age; maintain valid driver's license; able to lift over 20 lbs; preferred One year gaming experience, HS diploma/GED, continued education or training certificates, and investigative experience.**

DISPATCH/CORRECTIONS OFFICER TECH VI - (Re-advertisement) - CLOSES - 10/27/17

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 18 years of age with HS diploma/GED, background clearance. Basic telecommunication training course & corrections academy provided.**

Supervisor: R Belcher

OBESITY/NUTRITION EDUCATOR - (Re-advertisement) - CLOSES - 10/27/17

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. **Must have: Registered Dietitian with a bachelor's degree in Nutrition or Dietetics related field and minimum 2 years experience in Nutrition., community nutrition. Registered Dietitian (RD) license. Valid Washington State driver's license. CPR card.** Supervisor: T Harrington

SPECIALIST V - NUTRITION – (Re-advertisement) - CLOSES - 10/27/17

Provide professional nutrition consultation services through education, counseling and program consultation throughout the Quinault Indian reservation, work with the WIC program to provide administrative services, supervise program staff members, willing to learn about traditional food practices. **Must have: Master's degree in public health or community nutrition, OR bachelor's degree with major study in public health, community nutrition, or dietetics; AND 2 years' experience in nutrition and food services management. Registered as a Dietitian by the American Dietetic Association or registration eligible. Valid Washington State driver's license.**

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) - (Re-advertisement) - CLOSES - 10/27/17

Quinault Nation EMS is a rural ALS ambulance service that provides emergent care and transport including long distance inner-facility transports. Full-time employees must be available to work all shifts including weekends, as well as be able to respond to emergent details alter regularly scheduled hours. **Must have: GED or High School Diploma, minimum of one year field- active EMT-B experience, current non-expired State of Washington EMT certificate, Washington State Driver's License, current Healthcare Provider CPR certification w/AED, pass extensive background check, urinalysis and acceptable driving record, Grays Harbor County Medical Program Director approved, lift a minimum of 150 pounds.**

NETWORK ENGINEER – (Re-advertisement) - CLOSES - 10/27/17

Assist with the plan, design, configure, implement, evaluate, test, & debug LAN, WAN, telecommunications & teleprocessing networks; provide network & administrative technical support. Certified skills required in LAN/WAN, telecommunications systems, data communications, computer hardware & software systems, skills in public relations, research, and problem solving. **Must have: MCSE certificate or a CCNA; 3 years experience after certification; valid WA State Driver's License; HS Diplom/GED; and willing to commit to a minimum of 2 yrs.**



ON - CALL

***Receptionist *Custodian *Clerical *Licensed CDL
*Senior Program Assistant/Cook *Day Care/Head Start Aide/Cook
(Cooks valid food handlers required)**