

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: May 22, 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!

FISH CLIPPING - A new fish clipping application must be completed for the season. **Supervisor: D Fielding**

LICENSE PRACTICAL NURSE — CLOSE 06/2/17

Attend to the general care of patients, provide for their emotional and physical comfort and safety and maintain an attractive and comfortable environment; give assistance and guidance in cleanliness, grooming, rest, activities and nourishment. Promote better understanding of clinic policies in contacts with patient and patients' relatives. **Must Have: Possession of a valid license to practice within the State of Washington. Two years of experience as a Licensed Practical Nurse.**

QDNR ADMINISTRATIVE FLOATER – CLOSES - 6/2/17

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**

SHORELINE HABITAT BIOLOGIST IV - CLOSES - 6/2/17

This is a grant funded position for 19 months. Under supervision and direction of the Shellfish-Marine Fish Biologist and the Quinault Department of Fisheries, Science Section, the Shoreline Habitat Biologist will be responsible for scoping, initiating and implementing a long-term monitoring program for the Quinault Indian Nation reservation shoreline. The Quinault reservation has approximately 27 miles of coastline of varying habitat types. The Quinault Indian Nation requires establishment of baseline habitat and species monitoring that can be used to determine long-term and short-term changes and impacts from natural and man-made impacts. The Quinault reservation coast is a dynamic environment subject to storms and currents that result in annual erosion and substrate deposition and removal. **Must have:** Bachelor's degree with a major in biological science, and successful completion of college-level Arc GIS and statistical analysis classes. 1 years of experience developing and conducting field sampling protocols, preferably in marine environment. **OR** Bachelor's degree with a major in zoology, biological oceanography, quantitative science, or in mathematics with an emphasis on population dynamics, or closely allied field with 12 semester hours or 18 quarter hours of ecological related course work, and successful completion of one college-level class involving Arc GIS and one involving statistical analysis. 1 years of experience as a professional biologist including responsibility for developing and implementing monitoring and sampling programs. **OR** Master's degree with a major in biological science or oceanography, and successful completion of one college-level class involving Arc GIS and one involving statistical analysis. 1 year of experience as a professional biologist. **OR** Doctoral degree with a major in biological science or oceanography, and successful completion of one college-level class involving Arc GIS and one involving statistical analysis. 1 year of experience as a professional biologist. **OR** Equivalent combination of education and experience. **Valid WA driver's license.** **Supervisor: S Mazzone**

TECH III – FISH CULTURIST II - CLOSES - 6/2/17

Perform a variety of skilled and semi-skilled manual duties; perform and assist in performance of fish hatchery functions including, but not limited to, trapping fish, spawn taking, incubating eggs and raising fish; maintenance of hatchery facilities, equipment, and grounds; assemble and repair nets for brood stocking and pen culture. **Must have: High school or equivalent. One year as a Fish Culturist 1 or equivalent. Valid Washington State driver's license. Supervisor: D Fielding**

FISHERIES BIOLOGIST I - CLOSES - 5/26/17

Perform professional field, laboratory, or statistical fisheries management or research studies, using established scientific principles and techniques. This is the entry level classification for the fisheries biologist series working under the supervision or direction of a higher level biologist. **Must have: Bachelor's degree with a major in fisheries science or fisheries management and successful completion of one college-level class involving computer applications. OR Bachelor's degree with a major in biology, zoology, genetics, quantitative science, or in mathematics with emphasis in population dynamics, or closely allied field with 12 semester hours or 18 quarter hours of fisheries related course work, and successful completion of one college-level class involving computer applications. AND Valid Washington State driver's license. Supervisor: T Jurasin**

EMERGENCY ASSISTANCE SPECIALIST Re-Advertisement – CLOSES - 5/26/17

Provides administrative support to the Social, Health and Education (SHE) committee. Receives all Emergency Assistance applications. Provides to the committee members, completed application packets for review and approval. Submits requests for payment on all approved emergency assistance applications. Serve as primary backup for all accounts payables functions and duties as directed. Knowledge of Principles, procedures and practices related to the emergency assistance program of the Nation. Emergency Assistance policies and related budgets. The Nation's requisition procedures and accounts payable functions. Software and applicable data processing applications. Office machines and equipment. Correct use of English grammar and punctuation. Principles of supervision and training. **Must have: High School degree or GED and one year of accounting, finance or related work experience. Supervisor: C Carpenter**

SPECIALIST V - NUTRITION Re-Advertisement - CLOSE 5/26/17

Provide professional nutrition consultation services through education, counseling and program consultation throughout the Quinalt 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. Supervisor: N Underwood-Jackson**

CASE AIDE TECH III (EHS HOME VISITOR) - Re-advertisement – CLOSE 5/26/17

Work with an assigned caseload of up to 12 Early Head Start families to support parents in strengthening their skills as the primary educator of their children. Align all actions to support agency **Must have: HS diploma/GED, 2 years of experience working with children and families in a human service setting, valid driver's license, adequate transportation, pass background check and drug test, willing to work non-traditional hours to meet the needs of families. Supervisor: S Upham**

DISPATCH/CORRECTIONS OFFICER TECH VI - Re-advertisement — CLOSE 5/26/17

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 21 years of age with HS diploma/GED, background clearance. Basic telecommunication training course & corrections academy provided. Supervisor: R Belcher**

SEASONAL FIRE CREW (4 POSITIONS) Re-Advertisement - CLOSE 5/26/17

QIN is seeking to hire two (2) Wildland Senior/Lead Firefighters and two (2) Wildland Fire Engine Captains for the 2017 fire season. Engine Captain **Must have: HS diploma/GED; 18 years old; valid driver's license or obtain within 1 month of hire; no felony convictions; and pass pack test. Engine Crew must have: HS diploma/GED; 18 years old; valid WA license; no felony convictions; and pass pack test. 3 years experience of wildland fire, Current CPR/First Aide Card All applicants must submit certificates/red cards to show qualifications. Supervisor J Preston**

FISHERIES ENFORCEMENT OFFICER Re-Advertisement – CLOSES 5/26/17

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**

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) Re-Advertisement - CLOSE 5/26/17

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 two 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.**

SENIOR ASSISTANT ATTORNEY GENERAL – Re-advertisement - CLOSE 5/26/17

Senior Assistant Attorney General for Children and Elder Services provide legal counsel and representation to the Nation's Family Services Department and Child Support Services Program. The successful candidate will have experience working with the Indian Child Welfare Act, minor-in-need-of-care cases, Title IV-E and tribal child support, and other child and elder welfare laws. At least five years of experience practicing law with a minimum of three years in Indian Country is preferred. Must be member in good standing of WSBA, or ability to obtain membership within 6 months of hire. Please submit a completed application, cover letter, resume and two writing samples.

SENIOR MANAGER - BEHAVIORAL HEALTH – CLOSES 5/26/17

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: A Brown**

COUNSELOR IV – CHEMICAL DEPENDENCY– Re-advertisement CLOSE 5/26/17

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**

DENTAL ASSISTANT – Re-advertisement - CLOSE 5/26/17

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: N Underwood**

TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – Re-advertisement - CLOSE 5/26/17

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: N Underwood**

CHRONIC DISEASE PREVENTION MANAGER – Re-advertisement - CLOSE 5/26/17

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.**

CLINICAL QUALITY IMPROVEMENT COORD. – Re-advertisement - CLOSE 5/26/17

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: N Underwood**



ON - CALL

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