

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

Applications available at:
www.quinaultindiannation.com



Phone: 360-276-8211 ext. 4611
Fax: 360-276-4191

Email applications to:
jobs@quinault.org

Job Openings: February 5, 2018

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!

STILL ACCEPTING TREE PLANTING APPLICATIONS

New applications required for the 2018 season. Starting January 29, 2018 Supervisor: J Hargrove



LANDS MANAGER – CLOSE 2/20/18

Will manage the land management program. Responsible for the research, development, planning, design, implementation, monitoring, and coordination of assigned projects. Coordinate investment analysis and administration of land acquisitions. Recommend solutions to environmental impacts and other land management challenges. Make technical decisions and interpret and apply QIN regulations pertaining to land management.

Minimum Requirements: AA degree in Natural Resources, Land Mgt, or similar field.

Five year progressively responsible experience in professional land management or realty transactions, including leasing, acquisition, and title search. Ability to comply with the Federal Drug Free Workplace Act.

Valid Washington State Drivers License and the ability to be insured under QIN auto insurance Supervisor: D Bingaman

FISHERIES TECH I – III (2 positions) – CLOSE 2/09/18

Responsibility for performing a variety of semi-skilled and semi-technical tasks relating to fisheries management. Assist in stream and clam bed surveys, brood stocking, catch sampling, marking and tagging fish, and recording field data into notebooks. May work independently for periods of time **Must Have: High school education or equivalent. Valid**

Washington State driver's license. Supervisor: A Rehfeld

BUILDING OFFICIAL - CLOSE 2/16/18

Inspect residential, commercial, and industrial buildings under construction, alteration or repair to assure compliance with applicable code requirements. Review individual and general mechanical and electrical work plans, building construction, and utilities systems during engineering, fabrication, construction, and/or operational phases of construction projects. **Must have: BA in engineering, architecture or construction related field with one year of experience in a related field OR AA in engineering, architecture or building trades related field with three years of experience in a related field OR Five years of experience, preferably for a municipal body as a building inspector or building official. Supervisor: C Warsinske**

EHS HEALTH COORDINATOR- CLOSE 2/16/18

Ensures that Early Head Start families receive comprehensive, coordinated health support services with a focus on prevention. Ensures that appropriate training and reporting are accomplished. Collects Health data and insurance information from Early Head Start families, and enters data into Child Plus. Conducts 3 Prong and ASQ Health Screenings on all EHS children. Will oversee the disability function of Early Head Start, including initial assessments and referrals. Provide resources for families of children, and obtain IFSP's for children when warranted. Provide services to Expectant families. Work with the Public Health Nurse and other clinical staff to ensure age appropriate screenings are completed in a timely fashion on Early Head Start children, according to the Head Start Performance Standards. Assists families in accessing program resources and services, directly supports and encourages families. The employee is responsible for community outreach, and refers families to other available services or programs. **Must have: High School Diploma or GED required. A CDA is required within 6 months of hire. Infant CPR, First Aide and Food Handlers permit required. 1 year of college is preferred. One year working with Children or families. Supervisor: S Upham**

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ENFORCEMENT MANAGER - CLOSE 2/16/18

Responsible for the efficient operation of the Enforcement and Surveillance Departments. Work harmoniously with Casino Management to insure asset protection, insuring productivity and profitability. Develops a work ethic that sets an example for all peers and subordinates to follow. Represents the best interests of the Quinault Indian Nation and understands the impact of his/her actions and the need to act as a liaison between the Agency and the casino operations. Understands the complex nature of a gaming operation. **Must have: Bachelor's Degree in criminal justice, accounting or finance, public or business administration or closely related field or Associate Degree and two years' experience in listed fields or Successful completion of law enforcement academy and two years of experience in listed fields. Three years supervisor experience. Extensive knowledge of law enforcement and/or casino industry. Knowledge of surveillance and security programs. Report writing and incident investigation skills. Demonstrate effective written and oral communication skills, to include investigative and financial reports, financial investigations, which include fraud, records searching, and white collar criminal investigations. Maintain a valid Tribal Gaming License. Must be at least 21 years of age. Must maintain a valid driver's license. Supervisor: C Baller**

ENVIRONMENTAL HEALTH SPECIALIST- CLOSE 2/16/18

Manages the Environmental Health Program for the Quinault Indian Nation. Plans, develops and executes all aspects of Environment Health. Organizes and conducts inspections on Tribal Facilities including but not limited to: All Tribal public water systems, all Tribal public sewer systems, Tribal head start, Tribal daycares, Tribal food service facilities, food service facilities agreeing to Tribal jurisdiction and food service at the Quinault Beach Resort and Casino, as well as any new facilities that may be developed under Tribal jurisdiction. **Must have: Bachelor's degree in public health, environmental health, or allied nursing and/or science such as physical, hydrology, biological, or sanitation. A Master's degree is preferred. Certification: Current valid license or certificate to practice job duties as assigned. Certified in water quality, (State or Inter Tribal Council of Arizona) in one years' time from hire date. Supervisor: A Brown**

LICENSED PRACTICAL NURSE (LPN) - CLOSE 02/23/18

Provide practical nursing services for family practice clinic. Collect vital signs on patients prior to visit with the provider. Observe record and report the general condition of patients. Collect samples such as urine, blood, and sputum, etc. from patients for testing and perform routine laboratory tests on samples. **Must have: Possession of a valid license to practice within the State of Washington and two years of experience as a Licensed Practical Nurse. Supervisor: P Baron**

COMMUNITY HEALTH NURSE RN - CLOSE 02/23/18

To provide patient and family focused community health nursing care in homes, clinic, schools and community settings. Uses knowledge from nursing, social and public health sciences to promote and protect the health of the population through the performance of core community health functions and the delivery of essential community health services. May function as a generalist Community Health Nurse or be assigned specific – population, based on identified needs of the program. Requires the ability to work independently. **Must have: BA in Nursing from an accredited school. Graduation from a diploma school or an AA program with two years of professional nursing experience in a public health nurse program or related field may substitute. Must possess current state registered nurse license in the State of Washington, Current CPR, WA driver's license. Two years of professional Public Health Nursing or related field. Other combinations of experience and/or trainings which can demonstrate to the result in the possession of knowledge, skills and abilities necessary to perform the duties of this position will also be considered. Supervisor: P Baron**

SEASONAL FISHERIES TECHS IN QUEETS – CLOSE 02/23/18

Fisheries needs up to 25 seasonal workers in Queets from March through July 2018. **First hiring wave will be 02/21/18.** Applications are accepted throughout the season to create a roster. Personnel will be activated from this roster as needed. Rate of pay is \$11.50 - \$13.65 per hour DOQ, up to 40 hours per week. **Must be drug free and be willing to submit a UA. Desired qualifications include: enrolled Quinault Tribal member; prior fisheries experience; valid Driver's License; history of reliability; capable of strenuous activity; willing to work a flexible schedule including nights and weekends.** For more info, call Larry Parker at 360-962-3331, Theresa Butler at 360-962-2051, or Human Resources at 360-276-8211. You may pick up and submit applications at Queets Fisheries Bldg., Queets Tribal Office, or Taholah HR Office. You may call the Taholah HR office to check if you already have an application on file or if you need to complete a new application. **Supervisor: L Parker**

FISHERIES ENFORCEMENT OFFICER – CLOSE 02/23/18

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**

DISPATCH/CORRECTIONS OFFICER TECH VI — CLOSE 02/23/18

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**

EMERGENCY MANAGEMENT PLANNER - CLOSE 2/09/18

Performs assigned duties according to tribal ordinances, resolutions, plans and other local and government agencies, ordinances and resolutions. Coordinates and directs the planning, organization, control, training and implementation of the Quinault Indian Nation (QIN) emergency management activities, carries out the duties and responsibilities as assigned by the Quinault Indian Nation Tribal Operation Director. **Must have: AA in Communications, Education, Emergency Management, Business Administration or Public Administration or 3-years of professional related experience in emergency management, community organizing, or other related area. Training/Education in Incident Command System (ICS), Training/Education or knowledge of National Incident Management System. Supervisor: M James**



ON - CALL

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