

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

**Applications available at:**  
[www.quinaultindiannation.com](http://www.quinaultindiannation.com)



Phone: 360-276-8211 ext. 4611 or 4610

Fax: 360-276-4191

**Email applications to:**  
[jobs@quinault.org](mailto:jobs@quinault.org)

## Job Openings: June 14, 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.**

**NEW!**

### **HEAD START TEACHER'S AIDE Taholah (2 Positions) –CLOSES 05/29/18**

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 Washing State Patrol record checks and drug testing. **Supervisor: K Peterson**

**NEW!**

### **HEAD START TEACHER Queets Site –CLOSES 06/29/18**

Establish and maintain a learning environment in Head Start classroom; determine classroom goals and objectives and plan instructional activities in conformance with Head Start Program philosophy, principles, and guidelines; prepare lesson plan and use instructional methods and materials necessary to implement Head Start curriculum; represent the Head Start program in the community and answer questions about the program and procedures. Any one of the following credentials: Child Development Associate (CDA) credential appropriate to the age of children served, Washington State awarded certificate which equals the CDA requirement, AA, BA/BS, or advanced degree in early childhood education or a Bachelor's degree in any field which included 12 semester units, or quarterly equivalent, in early childhood education or child development. And One year's pre-school teaching experience.

Or Five years of work experience as a Head Start teacher and a BA in any field. Special Requirements:

Valid Washington State driver's license. Food handlers permit or obtain same before employment. First aid and CPR certification or obtain same before employment, successfully pass applicable physical examination.

This position requires a criminal background clearance and periodic Washington State Patrol record checks.

**NEW!**

### **FISHERIES ADMINISTRATOR – OPEN UNTIL 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**

**NEW!**

### **FISCAL TECHNICIAN I - FLOATER – CLOS 06/22/18**

Perform a variety of manual or automated fiscal record keeping or bookkeeping tasks; compute, reconcile, adjust, review, audit and enter financial and statistical data to maintain one or more of the following: accounting, budgeting, cashiering, revenue, purchasing, and payroll records and reports. Positions in this classification are distinguished from clerical employees in that a majority of time is spent on financial verification, recording, and disbursement tasks. **Must have High school education or the equivalent, valid driver's license, one year as Fiscal Technician Trainee and successful completion of trainee examination. OR Two years of fiscally oriented clerical experience including one year in an accounting or bookkeeping activity. College, vocational, technical or business school training in accounting or bookkeeping may be substitute, year for year, for experience.** **Supervisor: L Crist**



**DAYCARE LEAD TEACHER – CLOSE 05/29/18**

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: 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. Must be at least 18 years of age. High School Diploma or equivalent. Valid Washington State Driver's license. 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: S Charley**



**QUEETS RECREATION ASSISTANT – Until Filled**

Assists the Queets Recreation Supervisor with planning, coordinating, organizing, and implementing community recreational, social, athletic and cultural activities for the Quinault Indian Nation. Minimum Requirements: 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**



**MAINTENANCE TECH III Closes 5/29/18**

Perform semi-skilled work in construction, maintenance and repair of buildings, facilities, grounds and equipment. Minimum Requirements: One year of experience as a Maintenance Technician I, or an equivalent combination of education and/or experience. Valid Washington State Driver's license. **Supervisor: R Shale**



**ASSISTANT CURATOR-MUSEUM Closes 5/29/18**

Assist the QIN Museum Curator in maintaining and expanding the QIN collection of historical and cultural artifacts. This position requires specific Northwest Coast Art / Quinault Indian Nation Specific knowledge, interpersonal and management skills. This position will receive a promotion to a T6 grade 6 once educational requirements are completed.

Under the direction of the QIN Museum Curator, plan, organize, develop and exhibit Quinault artifacts in a professional manner. Assist in special events and activities throughout the year.

Develop, or assist in the development of cultural additions to the QIN collection.

Administer procurement of property, receiving of services, obtaining appraisals, supplies and equipment. Following the Nation's established procurement procedures.

Maintain new and updated inventories of QIN Cultural artifacts using Past Perfect Museum software and inventory all library books using Resource Mate Software.

Interact with QIN Museum visitors and seek willing sellers of artifacts professionally.

Assist Manager with the Library Resources and researching. MINIMUM QUALIFICATIONS

Must enroll in college and obtain award of completion in Tribal Museum Studies certification within 1-year of hire. Training and Experience:

T4: HS/GED with 2 years' work experience related to job requirements

T5: HS/GED with 3 years' work experience related to job requirements or higher education may substitute year for year of work experience.

T6: HS/GED with certificate of completion in Tribal Museum Studies with 2 years' work experience related to job requirements or higher education in related field may substitute year for year work experience.

Valid WA State Driver License

**LEAD HELP DESK ANALYST— **Closes 06/29/18****

Seeking a Provide leadership and direction in a managed service environment to the IT Help Desk team. Develop standards and training for team members to provide quality and timely service to the business. Manage and support various desktop service offerings to Quinault Indian Nation. Responsible for the day-to-day management of IT Help Desk team members and support queue management within System Center.

**Minimum Requirements:**

**T6 Technical – Grade 6**

High School Diploma, 1 year of information technology experience working in a help desk setting, and enrolled in ITIL Foundations certification with completion by the end of 90 day probation period, Microsoft MCTS within 180 days of being hired, Prior telecommunications help desk experience in a leadership role

**P3 Specialist – Grade 7**

High School Diploma, 2 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management,) Prior telecommunications help desk experience in a leadership role is required

**P4 Senior Specialist – Grade 8**

High School Diploma, 2 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management,) MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

**P4 Senior Specialist – Grade 9**

High School Diploma, 3 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, and Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

**P5 Master – Grade 10**

Associates degree or program certification degree in computer science, management information systems, or a related field, 4 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) ( or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

**P5 Master – Grade 11**

Associates degree or program certification degree in computer science, management information systems, or a related field, 5 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) ( or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

A+ and Network+ Certified or equivalent Microsoft Certification preferred

(Education and experience may substitute year for year in related field) **Supervisor: Jon Sutherland**

**CASEWORKER IV FAMILY SERVICES - Re-Advertise OPEN UNTIL FILLED**

Under general supervision, 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. Incumbents will provide counseling and follow through in one or more of the service areas. Incumbents will respond to complaints, observations, and/or referrals in all situations involving their area(s) of responsibility. Minimum Requirements: Master's degree in social services, human services, behavioral sciences, or an allied field. One year of experience as a social worker, Case Worker or equivalent paid social services experience. OR Bachelor's degree in Social Work Related Degrees as follows: Child Development, Counseling, Criminal Justice, Family Studies, Human Development, Human Services, or an allied field. Three years of paid social services experience performing functions equivalent to those described in the above position description. Valid Washington State driver's license. Must pass a criminal background clearance by WSP. **Supervisor: Dawnadair Raincloud**

**Tech III Accounting (CH Clerk) – OPEN UNTIL FILLED**

Candidates must have excellent organizational, communication, and customer services skills. Candidate will perform general clerical duties involved in review, audit and processing of pharmacy/medical services claims including responsibilities for correspondence, telephone duties, and record keeping. **Must have: HS diploma or equivalent, and experience in pharmacy billing process, some knowledge in computer use, and RPMS. Supervisor: M Ralston**

**PRE-SALES SUPERVISORY FORESTER – Re-ADVERTISE OPEN UNTIL FILLED**

Oversees timber sale preparation duties for approximately 160,000 acres of QIR land that produces 47 million board feet of timber annually. The incumbent supervises staff foresters and technicians in harvest unit planning, layout, and appraisal. Required to work in rugged terrain and inclement weather.

Minimum qualifications include a 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.

**LICENSED PRACTICAL NURSE (LPN) – Re-advertise Open until filled**

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. 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: P Baron**  
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**REGENERATION FORESTER – RE-ADVERTISE OPEN UNTIL FILLED**

Responsible for the planning, design, project implementation and monitoring, and coordination of assigned section project(s). Responsible for supervision and completion of field, planning, and/or statistical projects. Develop, negotiate, recommend and approve contracts. Recommend solutions to environmental impacts and other forestry management problems. Make technical decisions, interpret, and apply QIN regulations pertaining to forestry management. Plan, Develop, Oversee, and Administer the Regeneration project to include Nursery Contracts, Planting Contracts, Animal Damage Control, first Year Surveys, Hand Fertilization, Conifer Release, Marking of Seed Trees, and Aerial Seeding. Assist with Tribal Crew Projects, Tree Improvement - Pest Mgmt. Projects, Site Preparation and Backlog Reduction. Assist with the interdisciplinary planning of timber sale and land management activities. Supervise the Regeneration Technician and Tribal Planting Crew.

Minimum Qualifications:

**Grade 9:** Masters of Science (MS) degree with preferred major study in timber management, forest operations, silviculture, or other related natural resource management discipline One year of professional experience, and must have been as a project lead or equivalent. OR Bachelor's degree with preferred study in forest management, forest economics, forest science, or other natural resource field. Two years of professional experience, and must have been as a project lead or equivalent. OR A.A. degree with preferred study in forest management, forest science, or other natural resource field. 5 years progressively responsible experience in professional forestry or biological management activities of which 2 years must have been as a project lead or equivalent.

**Grade 10:** Masters of Science (MS) degree with preferred study in timber management, forest operations, silviculture, or other related natural resource management discipline; plus two years of progressively responsible experience as a forest management professional. OR Bachelor's degree with preferred study in forest management, forest economics, forest science, or other natural resource field. Three years of professional experience, and must have been as a project lead or equivalent. OR A.A. degree with preferred study in forest management, forest science, or related biological field. 6 years progressively responsible experience in professional forestry management activities of which 3 years must have been as a project lead 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.

Ability to maintain confidentiality of information.

Able to comply with the Federal Drug Free Workplace Act. **Supervisor: Jimmy Hargrove**

**EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) – Open Until Filled**

Quinalt 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. Minimum Requirements: GED or High School Diploma, minimum of one-year field- active EMT-B experience, Valid State of Washington EMT certificate, Valid 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 100 pounds. **Supervisor: Lisa Hall**



**EMT Paramedic – Open Until Filled**

Filling 1-Fulltime EMT-P position. Paramedics are Emergency Medical Technicians (EMT) who received the highest form of certification for EMTs. They are medical professionals who work as a part of the emergency medical services in a given area. They provide pre-hospital advanced medical and trauma care before transferring patients to appropriate medical facilities. Responsible for providing basic and advanced life support treatment of patients. Must be available to work all shifts including wedekends, as well as being able to respond to emergent details after regulary scheduled hours. Applicants must have acceptable driving record, possess effective interpersonal skills, be current on EMT-P Continuting Education requirments. Must be able to lift a minimum of 100 lbs, work in all types of terrain and weather, and be Grays Harbor County Medical Program Director approved. Minimum Requirements: High School or GED, Valid Washington State Drivers License, Current Washington State EMT-Paramedic certificate, Current AHA Healthcare Provider CPR Certificaiton w/AED, Current ACLS/PALS Certifications, Minimum of 1-year field active EMT-P experience, ability to pass an extensive background check and drug testing. **Supervisor: Lisa Hall**

**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. Minimum Requirements: 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. Minimum Requirements: 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**

**OBESITY/NUTRITION EDUCATOR – Re-Advertise Open until filled**

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. Minimum Requirements: 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-Advertise Open until filled**

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. Minimum Requirements: 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**

**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!

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