

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. 266

Fax: 360-276-4191

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

## **Job Openings: August 21, 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!**



### **TERO ADMIN ASSISTANT -CLOSE 08/25/17**

Provide clerical support to the TERO Department to meet the goals and objectives of the TERO Department. Duties and responsibilities also include providing serving as primary office receptionist to greet the public, direct phone calls, mail and clients to the proper staff while maintaining office files and records and assisting with reports, applications, purchase orders, ordering supplies and helping with assigned special projects. **Must have: HS Diploma/GED, 1 year of verifiable work experience in office or business setting, knowledge of Windows, Microsoft Outlook, Word and Excel, pass pre-employment computer skills assessment.** Supervisor: D Martin



### **PAYROLL SUPERVISOR -CLOSE 08/25/17**

Supervise the day-to-day fiscal work activities of Payroll. Provide guidance and direction in fiscal and accounting procedures. Perform professional accounting functions. This is a full supervisory level position receiving minimal direction within the framework of broadly defined policies and procedures. The Payroll Supervisor must maintain a working relationship with the Personnel manager and Administration, Tribal Officials, Program Managers, Program Directors and all employees. **Must have: Bachelor's degree from an accredited college or university in accounting, finance mathematics, or related field. Two years professional accounting experience OR Four years of experience as a Fiscal Technician, or equivalent in the public sector, and thirty quarter hours or twenty semester hours of college level accounting, and Two years of supervisory experience** Supervisor: L Crist



### **PHARMACY TECHNICIAN - CLOSE 08/25/17**

The Pharmacy Technician assists the pharmacists by mixing and filling prescriptions and by maintaining the pharmacy's stock inventory. The Pharmacy Technician performs manipulative, nondiscretionary functions associated with the practice of pharmacy under the supervision and control of the Chief Pharmacist and Staff Pharmacist. **Must have: High school diploma; pharmacy technician training, Certified as a pharmacy technician, Previous retail/ambulatory care pharmacy preferred.** Supervisor: P Mittin

### **TEMP BUDGET ANALYST – CLOSES 08/25/17**

Prepare and monitor budgets. Monitor expenditures compared to adopted budget. Perform senior level budget and program planning analysis. Conduct revenue and expenditure analysis and reporting. Review financial reports and compare data with budget assumptions. Prepare independent estimates and recommend appropriate action. **Must have: Bachelor's degree in accounting, finance, management, business or public administration, planning, or a related field. Three years increasingly responsible professional experience in accounting, budgeting, management analysis or related field. Additional qualifying experience will substitute, year for year, for education.** Supervisor: L Crist

### **CASE AIDE TECH III (EHS HOME VISITOR) – CLOSE 08/25/17**

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

**SEASONAL FISHERIES TECHS III – CLOSE 08/25/17**

Fisheries needs up to 3 seasonal workers in Queets from September through January 2017. This position is for Mass Marketening Study duties will include capture, data collection, releasing and assist with spawning data collection. **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, Sandra Wells-Kalama 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**

**OBESITY/NUTRITION EDUCATOR - CLOSE 08/25/17**

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**

**COUNSELOR IV – CHEMICAL DEPENDENCY– CLOSE 08/25/17**

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**

**EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) - CLOSES – 08/25/17**

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.**

**DENTAL ASSISTANT - CLOSES – 08/25/17**

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**

**SPECIALIST V - NUTRITION - CLOSES – 08/25/17**

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.** **Supervisor: N Underwood-Jackson**

**PART-TIME DIABETES PROGRAM DATA COORDINATOR - CLOSE 08/31/17**

Develop full understanding and skill in use of all protocols, procedures, eligibility criteria and study measures related to data collection for all aspects of the project and ensure that data is collected managed and transferred accurately, on time and according to protocols. Set up procedures for tracking and ensuring timely follow-up for participant activities, of submission of data and data reports to the Coordinating Center, and other project processes as needed.

**Must have: Associate's degree in medical/health sciences, or equivalent experience in health management, health data collection, or related field; WA state driver's license; and First Aid/CPR cert. Supervisor: T Harrington**

**NETWORK ENGINEER - CLOSES – 08/25/17**

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. Supervisor: R Harris**



**ON - CALL**

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