

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

Applications available at:
www.quinaultindiannation.com



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

Fax: 360-276-4191

Email applications to:
jobs@quinault.org

Job Openings: April 25, 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.



ALLOTEE SERVICES FORESTER – CLOSE 05/04/18

Interacts with Quinault Reservation trust land owners to provide information and services regarding their land holdings. Provides forest products and forest land evaluation for purchase and sale transactions and for probate needs. Minimum Requirements: Bachelor of Science degree in Forestry or closely related field, five years of professional experience, one of which must have been as a Senior Forester, knowledge of TAAMS and the ability to input and retrieve information from it, knowledge of forest products metrics, and the ability to perform timber cruises for valuation. Ability to pass a federal background check. **Supervisor: Greg Masten**



YOUTH ENHANCEMENT ADVOCATE – CLOSE 05/11/18

The Youth Enhancement Advocate Position will assist enrolled Quinault youth in navigating their junior high and high school years by helping youth meet their goals and graduate. Youth Enhancement Advocate will provide outreach, advocacy and appropriate services to enrolled Quinault youth by maintaining regular contact with and monitoring youth in their progress towards reaching their goals. Youth Enhancement Advocate will establish and maintain collaborative working partnerships with schools and community organizations to ensure optimal success for enrolled Quinault children. Minimum Requirements: Bachelor's Degree preferred, Associate's Degree or 2 years of college and 2 years' experience working with colleges or related fields. **Supervisor: M'Liss DeWald**



COLLEGE ADVOCATE – CLOSE 05/11/18

The College Advocate will assist college students, who are enrolled Quinault's in navigating their school and career field by helping students meet their goals and graduate. The College Advocate will provide outreach, advocacy and appropriate services to enrolled Quinault College Students by maintaining regular contact with students as they reach individual goals. The College Advocate will assist graduating, enrolled Quinault, high school students with college applications and admissions. The College Advocate will establish and maintain collaborative working partnerships with community organizations to ensure optimal success for the students. Minimum Requirements: Bachelor's Degree or Associates Degree plus 2 years' experience working with youth in education **Supervisor: M'Liss DeWald**



SEASONAL BEACH PATROL OFFICER - CLOSE 05/11/18

This position is in the Dept. of Resource Protection and is a law enforcement position. Applications are required to have the minimum qualifications that are required for all other law enforcement positions by the Quinault Indian Nation. Main focus of the position is to provide enforcement patrols of the beaches of the QIN. Applicant must be in good physical condition and be able to patrol by foot and/or vehicle when needed. Basic police training and/or previous experience in law enforcement preferred. Must be able to pass a background clearance and drug screening. **Supervisor J Eison**



BEAUTIFICATION CREW - CLOSE 05/11/18

Preference will be given to active Fishermen. Crew members are needed for Taholah and Queets. There will be two (2) Foreman one in each village. There will be sixteen (16) Laborers eight in each village. Crew members must be able to work during all types of weather and perform up-keep of the maintenance of the buildings, grounds, and streets within the villages. A valid WA state driver's license is needed for the supervisors. **Supervisor: Leonard Jackson**



EMT Paramedic - CLOSE 5/11/18

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**



EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) - CLOSE 05/08/18

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. 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**



FISCAL TECH I (FLOATER) - CLOSE 05/04/18

Entry level positon that provides support to the Finance Department by performing basic office tasks and duties. Maintains filing system, performs data entry, backup for Revenue and Check Disbursement clerks, performs other duties as assigned. Minimum Requirements: High School or GED, Valid Drivers License. **Supervisor: Cindy Carpenter**



TECH III ACCOUNTING (BILLER) IN HOUSE ONLY - CLOSE 05/01/18

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. Minimum Requirements: HS diploma or equivalent, and experience in pharmacy billing process, some knowledge in computer use, and RPMS. **Supervisor: M Ralston**

QUEETS RECREATION ASSISTANT - CLOSE 4/27/18

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**



EMERGENCY MANAGEMENT PLANNER - CLOSE 04/27/18

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. Minimum Requirements: 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**

ENROLLMENT ADMINISTRATOR– CLOSE 04/27/18

Administer the Nation's Enrollment Office and the maintenance of all tribal enrollment records. Responsible for the accuracy and maintenance of tribal member family documents, family trees, individual files, membership rolls, census, tax exemption affidavits, tribal Fish/Game identification cards and information, and Treaty Cards and related information. Responsible for administration of tribal membership application, and research and compilation of information for Enrollment Committee action. Process DNA sampling as per QIN policies. Administer the burial assistance program.

Supervisor: David Bingaman

WILDLAND ENGINE CAPTAIN CLOSES 5/20/18

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 qualifications: 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 CLOSES 5/20/18

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**

REGENERATION FORESTER CLOSES 05/1/18

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.

DAY CARE AIDE – CLOSE04/27/18

Provide childcare and monitor day care children and activities. Duties are performed following clearly defined work procedures and priorities. Minimum Requirements: 20 hours of STARS or obtain during probation; at least 18 years old; pass criminal background check; pass TB test, AIDS/HIV training, 1st aid and CPR training (including child CPR training) or obtain during probation period; attend on-going training (min. 10 hrs a year); attend yearly food training. **Supervisor: S Charley**

FISHERIES TECH I – III (1 position) – CLOSE 04/27/18

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 Minimum Requirements: High school education or equivalent. Valid Washington State driver's license. **Supervisor: A Rehfeld**

PRE-SALES SUPERVISORY FORESTER - 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.

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**

ARNP (Adv. Registered Nurse Practitioner) – Re-Advertise OPEN UNTIL FILLED

Assess and manage a wide variety of illnesses, abnormalities and health care problems from initial evaluation through termination of treatment, to include the prevention of illness, restoration and/or maintenance of health. Provide comprehensive care and preventive and therapeutic health services to individuals, families and community. Secure a health and developmental history from the patient or parent; systematically and accurately record findings and critically evaluates same. Perform complete physical examinations. Discriminate between normal and abnormal findings to identify early states of serious physical, emotional or mental problems. Identify and manage specific illnesses under established protocols. Provide in-depth newborn and well-baby care. Provide surveillance of adherence to medical regimens for stabilized chronically ill persons. Provide health care and preventive services to healthy individuals, including guidance in nutrition, common illnesses, accidents, child growth, and development and child rearing. Teach patients and families ways to maintain or improve their health status. Evaluate total health care needs of patients and with the parent, develop plans to meet these needs. Minimum Requirements: Valid Washington State license to practice as a registered nurse, Current certification from an approved national certification program (American Nurses Association) verifying completion of an advanced education program in the area of specialty. Possession of a current designation as an Advance Registered Nurse Practitioner in the State of Washington. An ARNP with prescriptive authority may be required. Additional knowledge and/or abilities that may be required: CPT training, School health education, Diabetes management, Developmental disability training, Program development and research methods, Childbirth instructor training, Lactation consultant training, Vaccine and immunization training and theory, Master's degree in nursing, public health or community health nursing. **Supervisor: Aliza Brown**

BUILDING OFFICIAL – Re-Advertise Open until filled

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.

Minimum Requirements: 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**

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

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**

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**

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!

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.

If you would like to be placed on the ON-CALL/SUB list we always have need in the following areas:

Receptionist

Custodian

Clerical

Licensed CDL Drivers

Daycare/Head Start Cooks

Daycare/Head Start Teacher Aides

Senior Cook/Transportation

*Must have Current Food Handlers Card

*May require Valid Driver's License

***ALSO TAKING ON CALL APPLICATIONS FOR FITNESS CENTER ON CALL WORKERS, MUST HAVE FIRST AID-CPR CERTIFICATION**

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