

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: June 19, 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!



WILDLIFE BIOLOGIST - CLOSE 06/30/17

Provide primary point of staff expertise for wildlife management. **Must have valid driver's license; BS in wildlife biology, environmental science, or related field AND 1 year experience; NEPA and ESA knowledge; specific knowledge of timber harvest and management practices and the resulting effects on wildlife and wildlife habitat are important; ability to work in remote and steep terrain; MS degree in related area may be substituted for experience requirement.** Supervisor: D Ravenel



INVASIVE SPECIES SPECIALIST - CLOSE 06/30/17

Implement and manage ongoing and future projects related to the control of aquatic and terrestrial invasive species. Responsibilities include planning, design, project implementation and monitoring, and coordination of projects. Position requires demonstrated leadership ability, organizational skills, and well developed oral & written communication skills. **Must have a Bachelors degree with major study in natural resource management or other related natural resource (ecology, environmental, wildlife, etc.) or 2 year Assoc. Science Degree in natural resource field w/2-years invasive species experience. Have the ability to lift 50 lbs, carry 32 lb backpack sprayer, walk through rough terrain in all types of weather and obtain a Washington State public operator and private application pesticide license with aquatic endorsement within 6-months.** Supervisor: D Ravenel

HEALTH BENEFITS COORDINATOR - CLOSING 06/23/17

Plan, coordinate, organize, and provide assistance and consultation to Quinault Indian Nation members and urban Indian patients in effectively acquiring and utilizing health and medical benefits alternate resources. Provide leadership and act as an advocate for Indian patients in receiving appropriate health services. **Must have: Bachelor's degree with major study in public health, public administration, business administration, social work, or closely allied field. Two years experience in social services, community health, public assistance eligibility, or other medical claims/assistance related program. OR Equivalent combination of education/experience. AND Valid Washington State driver's license.**

NETWORK ENGINEER - CLOSE 6/23/17

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 Diploma/GED; and willing to commit to a minimum of 2 yrs.** Supervisor: R Harris

LICENSE PRACTICAL NURSE — CLOSE 06/30/17

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.**

DISPATCH/CORRECTIONS OFFICER TECH VI - CLOSE 06/30/17

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

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) - CLOSE 06/30/17

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.**

SPECIALIST V - NUTRITION - CLOSE 06/30/17

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

DENTAL ASSISTANT - CLOSE 06/30/17

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

COUNSELOR IV – CHEMICAL DEPENDENCY– CLOSE 06/30/17

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

CASE AIDE TECH III (EHS HOME VISITOR) – CLOSE 06/30/17

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

SPECIALIST V - PLANNER - CLOSE 6/30/17

Seeking an experienced individual to provide planning services for land use development, including preparing land use plans, preparing investigative reports on proposed land use actions, and prepare maps and diagrams for land use proposals. **Minimum Qualifications: a Degree in Planning/Public Administration or closely related field and 2 years' experience. Work includes providing overall planning services for land use, transportation, economic development, capital improvements, strategic planning, and mapping.** Supervisor: C Warsinske

FISHERIES ENFORCEMENT OFFICER Re-Advertisement – CLOSES 07/14/17

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**



ON - CALL

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