

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



Phone: 360-276-8211
ext. 577 or 266
Fax: 360-276-4191
charris@quinault.org
rbryson@quinault.org

www.quinaultindiannation.com

Job Openings: September 29, 2014

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.



RE-OPENED: SEASONAL BROODSTOCKER AT LAKE QUINAULT – CLOSE 10/03/14

Fisheries is hiring one (1) person for the fall season of chinook/sockeye broodstocking at Lk. Quinault. \$11-\$12.00 per hour DOQ, up to 40 hours per week. Desired qualifications include: strong Tribal fishing background, expert boat and gillnet operator, enrolled Quinault Tribal member, prior fisheries experience, valid driver's license, history of reliability, capable of strenuous activity and working outside in inclement weather, willing to work flexible schedule including nights and weekends. Work is expected to go through Jan. 2015. Applications are collected at the HR office or Lk. Quinault hatchery. **Supervisor: M Figg**



RE-OPENED: CUSTODIAN (LOCATED IN QUEETS) – CLOSE 10/10/14

Position is located in Queets to perform custodial assignments to maintain the cleanliness and care of facilities, buildings, and grounds. This position's schedule is Monday to Friday, 3 PM to 11:30 PM, with a half hour lunch. **Must have HS Diploma/GED, valid WA State driver's license, previous experience or 1 yr as a custodian trainee, and pass background check and drug test.** Supervisor: A Smith



RE-OPENED: POLICE OFFICER – CLOSE 10/10/14

Quinault Nation Police Department seeks one (1) Police Officer. Duties include enforcing Law & Order, community-oriented policing, investigations, and arrests. **Must have HS Diploma/GED and be 21 yrs old upon commissioning. 2 yrs public safety experience or college coursework desirable. No prior felony convictions or domestic arrests; no substance/alcohol abuse or history of substance/alcohol abuse; able to pass background check, drug test, psychological and polygraph tests; and adhere to strict confidentiality policies. Must be in good physical condition to perform duties, have valid WA state driver's license and good driving record.** Supervisor: R Belcher/R Morningstar

DIABETES PREVENTION PROGRAM COORDINATOR – CLOSE 09/30/14

Incumbent will act as a liaison between the multidisciplinary team, programs, and departments in providing comprehensive services for individuals with diabetes and their families. Manage the diabetes program to assure quality of services and serves as a leader in clinical and/or community diabetes programs. **Must have: Bachelor's Degree in a health related discipline or be an RD, graduate of an accredited school of nursing, possess a current state registered nurse license in the State of Washington/BSN preferred, Certified Diabetes Educator or eligibility prepared in accordance with the American Diabetes Association's Criteria, current CPR card, and valid WA State driver's license.** Supervisor: L McDougale

REZ RACER BUS DRIVERS – CLOSE 09/30/14

Drivers will provide a safe, reliable, and friendly transportation to customers for shuttle service from Taholah to Pacific Beach (to connect with GH Transit) and back with specific stops. **Must have: HS diploma/GED, at least 6 months related experience, valid CDL license (Class A or B with passenger endorsement); current DOT physical required; current 3 year driving abstract; and meet other requirements as necessary.** Supervisor: M Cardwell

HEAD START TEACHER – CLOSE 09/30/14

Establish and maintain a learning environment in Head Start classroom in accordance with program philosophy and principles. **Must have: Valid WA State driver's license; food handlers, first aid, and CPR or obtain before employment; TB test; pass applicable physical examination and drug testing; pass criminal background clearance and periodic WSP record checks. Must have 1 of the following education credentials: associate, Bachelor's, or advanced degree in ECE; associate degree in a field related to early childhood education and coursework equivalent to a major relating to ECE, with experience teaching preschool age children; baccalaureate or advanced degree in any field and coursework equivalent to a major relating to ECE with experience teaching preschool-age children; OR Bachelor's degree in any field and admitted into the Teach for America program, passed early childhood content exam, such as the Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America professional staff.** Supervisor: L Poplin

BILLING CLERK – CLOSE 09/30/14

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

DISPATCHER/CORRECTIONS OFFICER – CLOSE 09/30/14

Quinault Indian Nation in Taholah, WA seeks Dispatcher/Corrections Officer. 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: C Butler/R Belcher

FAMILY SERVICES CASEWORKER – CLOSE 09/30/14

Provide case management support and serve children and families in protective services setting. **Must have Master's degree in related field and 1 yr paid experience, OR BA in related field and 2 yrs paid experience. Must have valid WA state driver's license.** Supervisor: A Brown

DAY CARE AIDE – CLOSE 09/30/14

Provide child care and monitor day care children and activities. Duties are performed following clearly defined work procedures and priorities. **Must meet the following: 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; 20 hours of STARS or obtain during probation, and attend on-going training (min. 10 hrs a year); attend yearly food training.** Supervisor: J Johnson

DAY CARE LEAD TEACHER – CLOSE 09/30/14

Provide care and supervision to assigned age group. Work with children, parents, and other staff to ensure continuity of care is maintained throughout the day. Duties are performed following defined work procedures and priorities. Implement daily schedule of the classroom. Ensure children are involved in activities that meet social, emotional, intellectual and physical needs. Be actively engaged with children. **Requirements include but not limited to: documented child development education or work experience, or complete the 20 hours of STARS training within 6 months of becoming a lead teacher; willing to attend classes to earn at least 10 hours continuing education in early childhood each year; attend yearly food training; at least 18 years of age; HS diploma/GED; valid Washington State Driver's license; first aid/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 TB test immediately after employment; pass a criminal background check and drug testing upon hiring as well as periodic checks for both. Supervisor: J Johnson**

FISH CULTURIST 2 – CLOSE 09/30/14

This position is located at the Salmon River Hatchery. This person is responsible for performing a variety of skilled and semi-skilled duties in support of fish hatchery, and includes night/weekend scheduling. Perform and assist in fish hatchery functions including but not limited to: trapping fish; spawn taking; incubating eggs; raising fish; maintenance of hatchery facilities, equipment, and grounds; and assemble and repair nets for broodstocking and pen culture. All duties involve strenuous activity and the ability to work independently. **Must have valid WA state driver's license, HS diploma/GED, and 1 year experience at the Fish Culturist 1 level or equivalent. Supervisor: W Johnstone**

We always accept applications for the following on-call positions:

Receptionist

Senior Program Assistant/**Cook***

Licensed CDL Drivers

Custodian

Day Care/Head Start Aide/**Cook***

***Valid food handler's required**