

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: May 9, 2016

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! **FISH CLIPPING** – A new application must be completed for this season. Starting May 4 - 15 at all fish clipping and tagging sites Cook Creek, Salmon River and Lake Quinault Hatcheries. Cook Creek possible 12 man crew, Salmon River 4 man crew and Lake Quinault 4 man crew.

NEW! **TEMPORARY BEACH PATROL OFFICER - CLOSE 05/13/16**
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 this 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. Supervisor J Eison

NEW! **LANGUAGE DEVELOPER and LEAD TEACHER – CLOSE 05/13/16**
The Language Developer and Lead Teacher is responsible for the Quinault Language instruction of Quinault Language Apprentices and community members. They also coordinate with Language Department staff to create language documentation projects and develop curriculum. **Must Have: Bachelor of Arts in Education, Linguistics or related field, Quinault Language K-12 Teacher Certification, Pass a criminal background test, Valid Washington State driver's license, Preferred Master of Arts in Education, Linguistics or related field.** Supervisor D Martin

NEW! **SEASONAL FIRE CREW (4 POSITIONS) - CLOSE 05/20/16**
QIN is seeking to hire two (2) wildland firefighters and two (2) Engine Foremen for the 2016 fire season. Engine Foreman **Must have: HS diploma/GED; 18 years old; valid driver's license or obtain within 1 month of hire; no felony convictions; and pass pack test. Engine Crew must have: HS diploma/GED preferred; 18 years old; valid license preferred; no felony convictions; and pass pack test. All applicants must submit certificates/red cards to show qualifications.** Supervisor J Preston

NEW! **POLICE OFFICER — CLOSES 06/03/16**
Duties include: Enforces 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 clearance, drug test, psychological and polygraph tests, and adhere to strict confidentiality policies. Must be in good physical condition to perform duties, have a valid WA State Driver's license and good driving record.** Supervisor: R Belcher

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NEW!

WILDLIFE ENFORCEMENT OFFICER - CLOSE 05/13/15

Main duty will be wildlife 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. Knowledge of hunting areas and roadways, both on and off the reservation, is required.** Supervisor: J Eison

NEW!

SPECIAL PROJECTS FORESTER – Open Till Filled

Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (GIN) Department of Forestry including direct supervision of the GIN Inventory and Planning Foresters. Acts as Forestry's liaison with grant funding agencies such as the Natural Resources Conservation Service (NRCS) and the Salmon Recovery Funding Board (SRFB). Acts as or provides direct support to Contracting Officers for grant funded projects including administration of related budgets; and provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation and monitoring of the Forestry budget and other administrative tasks. **Must have: a bachelor's degree with major study in forest management or other related natural resources field and four years progressively responsible experience in professional forest management activities. Successful candidate must have or be able to obtain a Washington State driver's license and must have and maintain the ability to be insured under the QIN automobile insurance.** Supervisor: Forest Manager

NEW!

FISCAL TECHNICIAN I – OPEN TILL FILLED

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

TGA SURVEILLANCE OBSERVER – OPEN TILL FILLED

Provide enforcement and loss control by monitoring, observing, and reporting to ensure the integrity of the gaming enterprise at the Quinault Beach Resort & Casino. Observe and document casino activity pertaining to violations of law, compliance with the Quinault-Washington State Compact, Title 70, NIGC MICS, and the casino internal controls. Maintain confidentiality with regard to Agency activity and informational files. Required to work varying shifts to accommodate 24-7 surveillance requirements. **Must have: demonstrated knowledge of casino card games; proficient written and oral communication skills; computer skills with word processing and databases; customer service experience; obtain and maintain Class III Gaming License; be 21 years of age; maintain valid driver's license; able to lift over 20 lbs.; preferred HS diploma/GED.** Supervisor: T Frank

EMERGENCY ASSISTANCE SPECIALIST – OPENED TILL FILLED

Provides administrative support to the Social, Health and Education (SHE) committee. Receives all Emergency Assistance applications. Provides to the committee members, completed application packets for review and approval. Submits requests for payment on all approved emergency assistance applications. Serve as primary backup for all accounts payables functions and duties as directed. Knowledge of Principles, procedures and practices related to the emergency assistance program of the Nation. Emergency Assistance policies and related budgets. The Nation's requisition procedures and accounts payable functions. Software and applicable data processing applications. Office machines and equipment. Correct use of English grammar and punctuation. Principles of supervision and training. **Must have: High School degree or GED and one year of accounting, finance or related work experience.** Supervisor: C Carpenter

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CLINICAL QUALITY IMPROVEMENT COORD. –OPEN TILL FILLED

The Clinical Quality Improvement Coordinator conducts quality assurance and performance improvement activities to ensure the highest quality and most effective delivery of services and compliance with AAAHC, Roger Saux Health Center (RSHC) Policies and Procedures, patient safety standards. This position provides clinical development and support services, and technical assistance and training to clinicians, managers, staff and boards working for RSHC. The areas of clinical quality, clinical operations and practice management, including quality improvement activities, are targeted with the goal of improving clinical services to reduce health disparities in medical, dental, behavioral health clinics and activities. This position leads the Quality Improvement Committee. The Clinical Quality Improvement Coordinator will assist other RSCH staff as needed with quality improvement issues and projects. Additionally, the QA Coordinator oversees all health professional licensure and credentialing. **Must have: Licensed Registered Nurse is preferred. Extensive experience (5 plus years) in a clinical setting with a Bachelor’s Degree in a related field (Health Services Administration or Public Health, no substitutions) will be considered in lieu of a license. Experience leading quality improvement efforts in a multi-specialty clinical setting, or community health center is preferred. Familiar with standard concepts, practices, and procedures within medical or the healthcare field. Relies on experience and judgment to plan and accomplish goals. Ability to analyze situations accurately and take effective action. Ability to use computer efficiently and read computer reports and correspondence, including the use of Electronic Health Records (EHR). Ability to communicate in a courteous and professional manner Experience leading and facilitating groups. Valid Washington State driver’s license**

Supervisor: L McDougle

TEMP ROAD MAINT. CDL DRIVERS, FLAGGERS, EQUIP. OPERATORS, and LABORS-OPEN TILL FILL

Operates mobile power equipment such as: motor graders, crawler/dozers, front end loaders, backhoes, compactors, and excavators, for the purpose of maintaining and repairing roads, streets, and bridges on the Quinault BIA Roads System. Inspects, maintains, and installs traffic control devices including signs, pavement stripes, bridge markers, guard rails, and signs. **MUST HAVE: Equipment Operators-** 5 years of experience, Valid Washington State Driver’s License **Flaggers-** Flagger Certification card, Valid Washington State Driver’s License **Labors** - Labors are to be able to lift 75 lbs., Valid Washington State Driver’s License **CDL Drivers-**Current CDL with 2-3 axle trailer endorsement, Valid Washington State Driver’s License **Must be able to pass pre-employment drug test.** Supervisor: T Dineen

We accept applications for these on-call positions:	Receptionist	Senior Program Assistant/Cook* (valid food handlers required)	Licensed CDL Drivers	Labor pool
	Custodian	Day Care/Head Start Aide/Cook* (valid food handlers required)	Certified flaggers	Construction

Please attach a copy of any permits, licenses, tests to your application that pertain to the position you are applying for!