

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



Phone: 360-276-8211 ext. 266
Fax: 360-276-4191

Email applications to:
jobs@quinault.org

Applications available at:
www.quinaultindiannation.com

Job Openings: June 13, 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!

BUDGET MANAGER – (In-House Only) CLOSE 06/17/16

This is a professional supervisor level classification with responsibilities for overseeing Quinault Nation budget development, analysis, evaluation, and monitoring functions. Responsible for the management of the automated budgeting and reporting system, the coordination and preparation of the annual budget for QIN and preparation of the annual Indirect Cost Proposal. **Must have: BA degree in accounting, finance, management, public administration, planning, or a related field. Four years' experience in program analysis, budgeting, accounting, auditing, business administration, statistics, or related areas. Advanced degree or supervisory experience desirable.** Supervisor: K Aiken

NEW!

TEMP FAMILY SERVICES PROGRAM ASSISTANT — CLOSE 06/17/16

Perform work requiring knowledge and experience that is specific to a program. Organize and perform work related to program operations independent of the daily administrative office needs of a supervisor. **Must have: valid driver's license; HS diploma or equivalent.** Supervisor: A Brown

NEW!

LICENSE PRACTICAL NURSE — CLOSE 06/17/16

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.** Supervisor: P Baron

NEW!

ENVIRONMENTAL PLANNER - CLOSE 06/17/16

Assist in the preparation of environmental protection standards and regulations and a Shoreline Regulatory Management Plan. This is a temporary year position that will be located in Taholah. **Must have: Bachelors in Environmental Planning, Environmental Sciences, Coastal Management, or related field (Master's degree and experience working for/with Indian tribes a plus); experience composing environmental documents for related projects and public outreach desired; proficiency with MS Office Suite required; and ArcGIS preferred.** Supervisor: C. Warsinske

NEW!

TEMP TANF INTERN PROGRAM ASSISTANT (2 position 1 Aberdeen and 1 Taholah)- CLOSING 06/24/16

The program assistant will provide clerical duties. Provide staff, program participants and/or the public with information and interpretation of policies and activities related to the program. Compose written communications, and establish and maintain records relating to program operations. Perform other duties as required and assigned. Must meet deadlines and process confidential information. **Must have: valid driver's license; HS diploma or equivalent.** Supervisor: M Papp

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TEMP WILDLIFE BIOLOGIST I - CLOSE 6/30/16

Perform professional field, laboratory, or statistical wildlife and habitat research studies, using established principles and techniques. This is the entry level classification for the wildlife biologist series working under the direction of the Wildlife Section Manager. Monitors wildlife populations, natural resource activities and practices on the Quinault Indian. **Must have Bachelor degree with major in wildlife, fisheries, or biological science; 1 year professional experience in natural resource related field; valid WA driver's license, valid WA concealed weapons report, OR equivalent combination of education and experience.** Supervisor: D Ravenel



FISHERIES ADMINISTRATOR – Open Till Filled

Provide Dept. of Fisheries (QDFi) assistance by monitoring, controlling, and reporting on budgets, creating and maintaining schedules of administrative deadlines and events, creating and applying appropriate digital administrative tools using archival and computational software, working with QDFi managers to write grant proposals and administrative reports, and performing other administrative tasks of QDFi. Perform technical work directly delegated from the Director and in Support of QDFi program(s). **Must have BA, preferably in natural resources field; intermediate to advanced expertise in Excel, Word, and Access; well-developed writing skills; excellent communication and organizational skills.** Supervisor: P Capoeman



POLICE OFFICER — Open Till Filled

Duties include: Enforces Law & Order, Community oriented policing, investigations, and arrests. **Must have HS Diploma/GED and be 21 yes 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



OFFICER TECH VI (Dispatcher/Corrections Officer) — Open Till Filled

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

PART-TIME TERO COMPLIANCE OFFICER – Open Till Filled

This position is part-time and will only work up to 20 hours per week. This position serves as a liaison between employees, employers, federal agencies and unions to clarify the Quinault Nation Tribal Employment Rights Ordinance (TERO) and other Human Rights and Indian preference laws. Duties include but not limited to being responsible for documentation including individual complaints, compliance plans, applications, site visits, and other TERQ related documents as required. **Must Have: HS diploma/GED AND minimum of 2 years /verifiable experience in the field of logging and/or construction, OR minimum of a 2 year degree may substitute for field experience; valid WA state driver's license and must be eligible for the Tribe's vehicle insurance.** Supervisor: E Kalama

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 (QIN) Department of Forestry including direct supervision of the QIN 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

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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. Ability to use computer efficiently and read computer reports and correspondence, including the use of Electronic Health Records (EHR). 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!