

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: October 17, 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.

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

RSHC ADMINISTRATION ASSISTANT III - CLOSE 10/21/16

Senior clerical level classification with a wide variety of responsibilities for providing secretarial and administrative assistance to the Medical Manager/Medical Department, and to carry out assigned administrative projects. **Must have HS Diploma/GED. One year of responsible administrative experience preferably within a local Healthcare environment is desirable. Modern office procedures, methods and computer software Microsoft Word, QIN budget and finance process.** Supervisor: N Jackson-Underwood

DAY CARE AIDE – CLOSE 10/21/16

Provide child care and monitor day care children and activities. Duties are performed following clearly defined work procedures and priorities. **Must have: 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: C Spivey

CUSTODIAN – CLOSE 10/28/16

Perform custodial assignments to maintain the cleanliness and care of facilities, buildings and grounds. Clean buildings, offices, workshops and other QIN or non-QIN facilities as assigned. Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships. May direct the work of helpers' and/or trainees. **Must have: Previous custodial or general maintenance work, or one year as a Custodial Helper/Trainee. Valid Washington State Driver's license.** Supervisor: A Capoeman

CONTRACT HEALTH SENIOR CLAIMS CLERK – OPEN TILL FILLED

The Senior Claims Clerk directs the work of claims clerks involved in the review, auditing, and processing of medical services claims. Review and interpret policy, billing instructions, and client eligibility. **Must have: Associates degree with medical terminology OR 2 years' experience as a claims clerk, OR equivalent combination of education and experience.** Supervisor: M Ralston

DISPATCH/CORRECTIONS OFFICER TECH VI — 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

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ACCOUNTING SPECIALIST II – OPEN TILL FILLED

Perform professional accounting functions. This is an intermediate accounting level position receiving minimal direction within the framework of broadly defined policies and procedures. Assist staff participating in a wide variety of fiscal activities such as preparation of reconciliations, reports, accounts receivable and payable, payroll, general ledger activity, and other fiscally-related activity such as purchasing, cashing and other office support staff. Maintain all appropriate files. **Must have: Bachelor's degree from an accredited college or university in accounting, finance, mathematics or related field; Two years professional accounting experience; an equivalent combination of education and/or experience may substitute for minimum education requirement. OR Six years of experience as a Fiscal Technician of which at least two years was spent performing professional accounting functions, particularly, accounts receivable, and accounts payable.** Supervisor C Carpenter

FISHERIES ENFORCEMENT OFFICER – OPEN TILL FILLED

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

FORESTER III, IV — OPEN TILL FILLED

Performs Timber Sales Administration duties that will assure that proper logging methods are utilized on timber sales and that the logging is conducted as stipulated by the Environmental Assessment and Inter Disciplinary Team process through contract/permit and logging plan development. Documents sale progress and issues through written inspection reports. **Must have: Bachelor's degree with major study in forestry, forestry management or other related natural resource (ecology, wildlife, etc.). Three years progressively responsible experience in professional forestry management activities of which two years shall be at the Forester 1 or Forest Technician 5 level. OR Six years' experience at the Forest Technician 4 and 5 levels. OR Equivalent combination of education and experience. AND 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. Must be able to pass a federal background security investigation as required to work within the BIA office and access required data and records. Continued employment will be dependent upon passing the security investigation. Ability to maintain confidentiality of information.** Supervisor: E North

FORESTRY TECH IV - VI — OPEN TILL FILLED

Responsible for data collection and analysis of multiple forestry management information gathering projects for assigned area(s) or sections, prepare and present reports on findings. Duties include supervision and training of support staff assigned on a permanent or temporary basis. Establish and maintain an effective system of communications within the organization, and establish and maintain effective working relationships with diverse groups and individuals. Work is primarily performed in an outdoor setting in varying weather and terrain conditions. **Must Have: AA degree in forestry' or other natural resource. Three years of experience at the Forestry Technician level or equivalent. OR Five years of forestry technician experience of which at least two years must have been at the Forestry Technician 3 level 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. Must be able to pass a federal background security investigation as required to work within the BIA office and access required data and records. Continued employment will be dependent upon passing the security investigation. Ability to maintain confidentiality of information.** Supervisor: E North

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RESTORATION FIELD TECHNICIAN – OPEN TILL FILLED

This is a part time position (32 hours/week) for 8 weeks in Queets. The crew will search for, find, and pull invasive and toxic Tansy Ragwort plants in the village of Queets, on the Queets River's floodplain, river bars, river banks, at the river's mouth, along roads, and in harvest units. Under supervision by staff, trained crew members will conduct fieldwork via overland hiking, boat access, or road locations to river sections to control Tansy Ragwort by pulling, cutting and bagging the flower heads, and applying spot spray to first year plant base rosettes. **Must have: two years experience working on the Queets River.** Supervisor: J Gonzales & J Silver

DENTAL ASSISTANT – OPEN TILL FILLED

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: L McDougle

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 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 Tribal Gaming License; be 21 years of age; maintain valid driver's license; able to lift over 20 lbs; preferred One year gaming experience, HS diploma/GED, continued education or training certificates, and investigative experience.** Supervisor: T Frank

COMMUNITY HEALTH REPRESENTATIVE – OPEN TILL FILLED

Under general supervision perform social and support activities and functions in support of the Community Health program of the Quinault Nation. Carry out a variety of health services duties involving communications, educational, and training functions to improve the health knowledge, attitude and practices of Quinault members and communities. The incumbent ensures that clients who need assistance with mental and physical problems receive appropriate attention and emergency services when needed. **Must have: High School or equivalent. Two years specialized training or practical experience in work related to the community health program or nursing including paid or volunteer experience in health education. OR Equivalent combination of education and experience. Special Requirements: Valid Washington State driver's license. Must submit driving abstract Advanced First-Aid Certification. CPR Certification, and/or Emergency Medical Technician Licensure. Completion of required training at Indian Health Center. Supervisor P Baron** NOTE: The employing official may waive the requirement that candidates have First Aid, CPR, EMT, and Indian Health Center training at time of employment provided certification, licensure, and/or training are obtained or completed within six months of employment.

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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MANAGER OF FOREST – OPEN TILL FILLED

Quinault Indian Nation seeks to employ a Forest Manager to; manage, plan, organize, direct, implement and coordinate the activities for all forestry department programs for the Quinault Nation on the approximate 200,000 acre Quinault Reservation, including timber sales on all trust and tribal lands with an AAC of 47MMBF. The Forest Manager would oversee Forest Development, Wildland and Structure Fire, Road Management, Tribal and Trust Timber Harvest and Technical Support and Planning. The Forest Manager is responsible for day-to-day operations, administration, and implementation of forestry planning, management, and applied research, input to policy development, budget allocation, development of program work plans, and development, review and evaluation of long-term management plans. Collaborates with the Taholah Agency Superintendent and under the direct supervision of the Director of the Quinault Division of Natural Resources. **Must have: Bachelor's degree in forestry, forest management, forest engineering, forest economics, forest science, forest silviculture or related field. Master's degree desirable. Five years of professional experience, one of which must have been at the senior forester or biologist level or equivalent OR Bachelor's degree in business administration, public administration or closely related field. Six years of administrative experience in a forestry management program policy-making level or six years of second-line supervisory experience of professional (related) forestry staff including two years of responsibility for developing and implementing forest management policies. WA State Drivers License or able to obtain within first month of employment, able to pass federal background check, able to maintain confidentiality. Supervisor: D Bingaman**

TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – OPEN TILL FILLED

Will serve as the QIN/RSHC Diabetes/Diabetes Prevention Nurse Educator. Provide case management and counseling to diabetes/ pre-diabetic patients. Ensure that all programmatic activities are carried out in accordance with IHS standards of care, RSHC policies and procedures and documented in patients EHR. **Must have: Minimum ADN or BSN in Nursing in Washington State. Experience and knowledge in Public Health, Physical Activity, Nutrition or other relevant health or community education field preferred. At least 5 years of current nursing experience preferred. Must possess a current Washington state driver's license and Healthcare CPR certification; Current RN Professional license in Washington State. Supervisor: L McDougal**

COMMUNITY HEALTH REPRESENTATIVE – CLOSING 9/30/16

Under general supervision perform social and support activities and functions in support of the Community Health program of the Quinault Nation. Carry out a variety of health services duties involving communications, educational, and training functions to improve the health knowledge, attitude and practices of Quinault members and communities. The incumbent ensures that clients who need assistance with mental and physical problems receive appropriate attention and emergency services when needed. **Must have: High School or equivalent. Two years specialized training or practical experience in work related to the community health program or nursing including paid or volunteer experience in health education. OR Equivalent combination of education and experience. Special Requirements: Valid Washington State driver's license. Must submit driving abstract Advanced First-Aid Certification. CPR Certification, and/or Emergency Medical Technician Licensure. Completion of required training at Indian Health Center. Supervisor P Baron** NOTE: The employing official may waive the requirement that candidates have First Aid, CPR, EMT, and Indian Health Center training at time of employment provided certification, licensure, and/or training are obtained or completed within six months of employment.

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

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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 McDougale

COUNSELOR IV – CHEMICAL DEPENDENCY– OPEN TILL FILLED

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

SENIOR MANAGER - BEHAVIORAL HEALTH – OPEN TILL FILLED

Responsible for the implementation, promotion, administration, and coordination of the Behavioral Health program. Responsible for planning, organizing, supervising, and evaluating activities and functions of the program, including day-to-day budget, policies, procedures, and staff supervision. **Must have: Master's degree in psychology, social services, or allied field; 2 years direct clinical experience, preferably with a Native American population; valid WA State driver's license; Must be a Washington State Registered Counselor, or be able to obtain such registration within 6 months; may be required to possess applicable certification in Chemical Dependency Counseling or obtain within 6 months. Must have background clearance checks.** Supervisor: L McDougale

COUNSELOR V - BEHAVIORAL HEALTH – OPEN TILL FILLED

Provide full range of professional health services to clients and the Nation, including assessment, intake, individual, family, marital, group, consultation, and outreach services. **Must have: Master's degree in Social Work or Psychology from accredited institution; at least 2-years direct clinical experience; valid WA State Driver's License; licensed in any state with LICSW, LMHC, LCPC, LMFT, or licensed psychologist. Must pass background clearance.** Supervisor: L. McDougale

CHRONIC DISEASE PREVENTION MANAGER – OPEN TILL FILLED

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 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 McDougal.

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