

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

**Applications available at:**  
[www.quinaultindiannation.com](http://www.quinaultindiannation.com)



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

**Email applications to:**  
[jobs@quinault.org](mailto:jobs@quinault.org)

## **Job Openings: December 19, 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!**

### **TEMPORARY SHELTER WORKERS (2 POSITIONS) - CLOSE 12/21/16**

Two (2) Shelter Workers needed to provide support and connections to the individuals who are staying at the shelter. Assist with routine activities such as laundry and housekeeping. Assist and advocate for appropriate programs or services. Maintain guidelines as established. Respond to emergencies and notify appropriate personnel in a timely fashion. This position will be required to work a varied shift (weekdays or weekends) while residing at the Homeless Shelter in the evenings from 7 PM to 7 AM. HS Diploma/GED preferred, but not required, at least 1 year experience working with housing, vulnerable adults or homeless is preferred. One position will work up to 40 hours/week, the other position will work up to 30 hours/week. **Must have: Demonstrate knowledge and experience working with at-risk people with complex needs in a similar working environment.** Supervisor: D Martin

### **DEPUTY DIRECTOR COO – CLOSES 1/06/17**

Provide direct support to the Chief Operating Officer (COO) with respect to the internal administration and external businesses affairs of the Quinault Indian Nation. The Deputy Director assists in first line management capacity, administering Nation policies, procedures, functions of the Chief Operating Officer's office, including day to day budget, policies, and procedures. Incumbent serves the COO. In addition, this position may assume a wide range of management responsibility for managing specified functions as may, from time to time, be assigned by the COO. **Must have: Bachelor's degree in a relevant field, i.e., or public or business administration. Five years' of progressively responsible management experience in planning, organizing, and directing the administrative services in a public or business administration. Equivalent combination of education and/or experience may substitute for the degree requirement.** Valid Washington State Driver's License. Supervisor: A Halstead

### **ACCOUNTING SPECIALIST II – CLOSES 1/06/17**

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

### **HEALTH SERVICES DIRECTOR- CLOSES 1/06/17**

Incumbent will plan, organize, and direct comprehensive health care activities and overall administration of policy and direction for the Roger Saux Health Center, including Community Health Services and Charlotte Kalama Clinic. Directs program planning and development, program monitoring and evaluation, policy and procedure development, budget planning and monitoring, and health services contract and grant administration. Candidate **must have Master's degree with major study in health care administration, public administration, business administration, or closely related field, or a BA may substitute with proven work experience and knowledge.** Candidate must have administrative, consultative, or management experience in health services programs; 4 years' in a supervisory level may substitute for Master's degree with proven knowledge. Supervisor: A Halstead

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### **COUNSELOR V - BEHAVIORAL HEALTH – CLOSSES 1/06/17**

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, LCPCC, LMFT, or licensed psychologist. Must pass background clearance. Supervisor: L. McDougle**

### **COUNSELOR IV – CHEMICAL DEPENDENCY– CLOSSES 1/06/17**

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**

### **CLINICAL QUALITY IMPROVEMENT COORD. – CLOSSES 1/06/17**

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**

### **DENTAL ASSISTANT – CLOSSES 1/06/17**

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: L McDougle**

### **SENIOR MANAGER - BEHAVIORAL HEALTH – CLOSSES 1/06/17**

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 McDougle**

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### **TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – CLOSING 1/06/17**

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**

### **DISPATCH/CORRECTIONS OFFICER TECH VI — CLOSING 1/06/17**

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**

### **WILDLIFE ENFORCEMENT OFFICER – CLOSING 1/06/17**

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**

### **FISHERIES ENFORCEMENT OFFICER – CLOSING 1/06/17**

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**

### **MANAGER OF FOREST – CLOSING 1/06/17**

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**

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### **SPECIAL PROJECTS FORESTER – CLOSES 1/06/17**

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**

<b>We accept applications for these on-call positions:</b>	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