

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: March 6, 2017 (Revised)**

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!**

### **New UTILITIES SOLID WASTE TECH - CLOSE 3/10/17**

Primary responsibility will be to collect garbage from Taholah, Queets, and other pick-up sites. Position works 25 hours per week and is primarily outdoors in all types of weather conditions. **Must have HS diploma/GED, able to work flexible schedules and irregular hours, able to lift up to 100 pounds, and have valid driver's license with CDL-B endorsement or ability to obtain endorsement within 6 months.** Supervisor: J Figg

### **New TEMP QDNR ADMINISTRATIVE ASSISTANT III - CLOSES 3/13/17**

Forestry is seeking a temporary employee to assist with data input, reporting and maintaining the log accountability database. Writing log ticket books and entering scale tickets into the log accountability database. Creates, processes and tracks purchase orders using microix. Need to know how to use, maintain and order supplies and parts to keep all office equipment functional. Keeping organized records and data input for all of forestry. Assist the Forestry Managers with administrative duties. **Must have a valid WA. State Driver's License, high school diploma or GED Knowledge and use of Microsoft Office programs such as Word, Excel, Access and Database management. Strong communication and organizational skills** Supervisor: G Weist

### **New FISHERIES TECH I - III - CLOSES 3/17/17**

Responsibility for performing a variety of semi-skilled and semi-technical tasks relating to fisheries management. Assist in stream and clam bed surveys, brood stocking, catch sampling, marking and tagging fish, and recording field data into notebooks. May work independently for periods of time **Must Have: High school education or equivalent. Valid Washington State driver's license.** Supervisor: B Wagner

### **New QUEETS CUSTODIAN - CLOSE 3/17/17**

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: J Gonzales

### **New QUEETS RECREATION TECH II - CLOSES 3/17/17**

Assist the Queets Recreation assistant with planning, coordinating, organizing, and implementing community recreational, social, athletic and cultural activities for the Quinault Indian Nation. **Must have: High School diploma or GED certification, 6 months of job experience working with the youth or elders either in an employment capacity or volunteer basis. Valid Washington State Driver's License required. 21 years of age or older with a good driver's record. No felonies or crimes against children. Appropriate license or certification or obtain within 3 months of employment: A Water Safety Instructor's or equivalent issued by the American Red Cross or YMCA may also be required, CPR/1st Aid Card, Food Handler's Card.** Supervisor: J Gonzales

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### **QUEETS RECREATION ASSISTANT - Re-advertisement – CLOSES 3/17/17**

Assist the Queets Recreation assistant with planning, coordinating, organizing, and implementing community recreational, social, athletic and cultural activities for the Quinault Indian Nation. **Must have: High School diploma or GED certification, 3 months of job experience working with the youth or elders either in an employment capacity or volunteer basis. Valid Washington State Driver's License required. 18 years of age or older with a good driver's record. No felonies or crimes against children. Appropriate license or certification or obtain within 3 months of employment: A Water Safety Instructor's or equivalent issued by the American Red Cross or YMCA may also be required, CPR/1st Aid Card, Food Handler's Card. Supervisor: J Gonzales**

### **DAY CARE AIDE – CLOSE 3/17/17**

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, 1<sup>st</sup> 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**

### **CASE AIDE TECH III (EHS HOME VISITOR) – CLOSE 3/17/17**

Work with an assigned caseload of up to 12 Early Head Start families to support parents in strengthening their skills as the primary educator of their children. Align all actions to support agency **Must have: HS diploma/GED, 2 years of experience working with children and families in a human service setting, valid driver's license, adequate transportation, pass background check and drug test, willing to work non-traditional hours to meet the needs of families. Supervisor: P Raya**

### **MEDICAL RECORDS TECH II (Patient Registration) - CLOSE 03/17/17**

Position will interview patients and determine eligibility by oral and written communication. Good phone etiquette needed, knowledge of alternate resources, office skills experience and typing proficiency. **Must have: HS diploma/GED, valid driver's license, 2 years of medical records/registration experience preferred but not required. Supervisor: N Jackson-Underwood**

### **CLIMATE CHANGE YOUTH RESEARCH INTERN – CLOSES - 3/31/17**

Responsibility for performing a variety of semi-skilled and semi-technical asks relating to Climate change and wildlife research. The position will assist with data collection and analysis in wildlife research, record traditional ecological knowledge from the local community, and conduct public outreach. **Must have: High School Diploma or equivalent. Valid Washington State driver's license. Supervisor: K Phillips**

### **CLIMATE CHANGE YOUTH MANAGEMENT INTERN – CLOSES - 3/31/17**

Responsibility for performing a variety of semi-skilled and semi-technical asks relating to prairie management. Assist in plant surveys, monitoring, seed collection, research, reporting and public outreach. Research climate change impacts on wetlands, prairies, plants, tribes; research adaptation strategies; network with other tribes who are doing native plant preservation; research culturally significant plants; review current Quinault ethnobotany research, talk to tribal members and employees and record information on plants to be monitored in the field; research native plant material preservation. **Must have: High School Diploma or equivalent. Valid Washington State driver's license. Supervisor: C Martorano**

### **DISPATCH/CORRECTIONS OFFICER TECH VI — CLOSE 03/31/17**

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**

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### **DENTAL ASSISTANT – Re-advertisement - CLOSSES 3/31/17**

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: N Underwood**

### **CHRONIC DISEASE PREVENTION MANAGER – Re-advertisement - CLOSSES 3/31/17**

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: N Underwood**

### **CLINICAL QUALITY IMPROVEMENT COORD. – Re-advertisement - CLOSSES 3/31/17**

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: N Underwood**

### **TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – Re-advertisement - CLOSSES 3/31/17**

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: N Underwood**



### **ON - CALL**

- \*Receptionist**
  - \*Custodian**
  - \*Clerical**
  - \*Licensed CDL**
  - \*Senior Program Assistant/Cook**
  - \*Day Care/Head Start Aide/Cook**
- (Cooks valid food handlers required)**