

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. 4611 or 4610

Fax: 360-276-4191

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

## Job Openings: MAY 17, 2018

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.**



### **LEAD HELP DESK ANALYST— Closes 06/01/18**

Seeking a Provide leadership and direction in a managed service environment to the IT Help Desk team. Develop standards and training for team members to provide quality and timely service to the business. Manage and support various desktop service offerings to Quinault Indian Nation. Responsible for the day-to-day management of IT Help Desk team members and support queue management within System Center.

#### **Minimum Requirements:**

##### **T6 Technical – Grade 6**

High School Diploma, 1 year of information technology experience working in a help desk setting, and enrolled in ITIL Foundations certification with completion by the end of 90 day probation period, Microsoft MCTS within 180 days of being hired, Prior telecommunications help desk experience in a leadership role

##### **P3 Specialist – Grade 7**

High School Diploma, 2 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management,) Prior telecommunications help desk experience in a leadership role is required

##### **P4 Senior Specialist – Grade 8**

High School Diploma, 2 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management,) MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

##### **P4 Senior Specialist – Grade 9**

High School Diploma, 3 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) (or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, and Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

##### **P5 Master – Grade 10**

Associates degree or program certification degree in computer science, management information systems, or a related field, 4 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) ( or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

##### **P5 Master – Grade 11**

Associates degree or program certification degree in computer science, management information systems, or a related field, 5 years of information technology experience working in a help desk setting, ITIL Certification (Foundations) ( or Equivalent Certification in Help Desk Management), MCTS/MCP Microsoft Certified Technology Specialist, or Microsoft Certified Professional, Prior telecommunications help desk experience in a leadership role is required

A+ and Network+ Certified or equivalent Microsoft Certification preferred

(Education and experience may substitute year for year in related field) **Supervisor: Jon Sutherland**



### **TECH III ACCOUNTING (BILLER) – CLOSE 05/25/18**

Candidates must have excellent organizational, communication, and customer services skills. Candidate will perform general clerical duties involved in review, audit and processing of pharmacy/medical services claims including responsibilities for correspondence, telephone duties, and record keeping. **Minimum Requirements:** HS diploma or equivalent, and experience in pharmacy billing process, some knowledge in computer use, and RPMS.

**Supervisor: M Ralston**



**MAINTENANCE TECH VI (In House Only) — Closes 5/25/18**

Perform semi-skilled maintenance and construction work on buildings, fixtures, equipment, walks, and tribal grounds. Maintain and perform a variety of repairs, to include but not limited to, building structures, foundations, gutters and roofs; counters, cabinets, benches, partitions, ceiling tiles, floor tiles, sheet plaster, and doors; heating, electrical, and plumbing systems; glass in doors and windows; screens, latches, doors, light fixtures, roofs, gutters, etc., with little or no supervision. Minimum Requirements: 5 years' maintenance experience or and/or combined education and experience and a Valid Washington State Driver's license. **Supervisor: Robert Shale**



**MAINTENANCE TECH V — Closes 5/25/18**

Perform semi-skilled maintenance and construction work on buildings, fixtures, equipment, walks, and tribal grounds. Maintain and perform a variety of repairs, to include but not limited to, building structures, foundations, gutters and roofs; counters, cabinets, benches, partitions, ceiling tiles, floor tiles, sheet plaster, and doors; heating, electrical, and plumbing systems; glass in doors and windows; screens, latches, doors, light fixtures, roofs, gutters, etc., with little or no supervision. Minimum Requirements: 3 years of experience as a Maintenance Technician I or an equivalent combination of education and/or experience. Valid Washington State Driver's license. **Supervisor: Robert Shale**



**FISCAL TECH III-ACCOUNTS PAYABLE (In House Only) — Closes 5/25/18**

Provide fiscal support using independent judgement in the interpretation and application of a variety of rules and procedures in specialized fiscal functions, such as internal control, revolving fund maintenance control, and providing resource data for reports. Perform detailed fiscal work where independent judgment is exercised to make fiscal determinations and to solve problems that arise within work assignments. Minimum Requirements: High school education or the equivalent. And Two years as a Fiscal Technician II or equivalent, including experience using accounting - related software. An Associate of Arts Degree, or equivalent, in accounting or business may substitute for one year of required experience. **Supervisor: C Carpenter**



**SPECIALIST III – RECREATION SUPERVISOR – CLOSE 06/01/18**

Plan, organize and direct recreational, social, cultural, and athletic activities for the Quinault Indian Nation. Provide consultation to tribal officials and community groups on recreational activities and cultural events. Responsible for coordination and quality control of the Nation's recreational activities. Supervise support staff. Minimum Requirements: Bachelor's degree involving major study in recreation, physical education, psychology, sociology, or education with a minor in recreation or physical education. Three years of professional recreation experience, including one year in a supervisory capacity, or one year of experience in program planning or administration. An equivalent combination of education and/or experience may substitute for the required Bachelor's degree. Valid Washington State Driver's License required. Appropriate license or certification, such as Water Safety Instructor's or equivalent issued by the American Red Cross or YM/WCA may also be required. Must pass a Urinalysis Drug test and a Background check.

**Supervisor: Charles Warsinske**



**TECH II- RECREATION – CLOSE 06/01/18**

Assists Recreation Supervisor in the organization, direction, and implementation of community recreational, social, cultural, and athletic activities for the QIN. Provide consultation to community groups on recreational activities and cultural events with a strong emphasis on youth and elderly programs. Minimum Requirements: High School/GED, Valid Washington State Driver's License, 1-year of professional recreation experience. Appropriate license or certification such as a Water Safety Instructor or equivalent issued by the American Red Cross or YM/WCA may also be required (this can be acquired while on the job). **Supervisor: Charles Warsinske**



**OFFICER IV RESOURCE ENFORCEMENT OFFICER - CLOSE 06/08/18**

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. Minimum Requirements: 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**



**TECH V-SURVEILLANCE TECH- CLOSE 06/01/18**

Performs all duties and responsibilities as set by the Quinault Tribal Gaming Agency. Provide loss control by observing and reporting criminal or unusual activity to ensure the integrity of the gaming enterprise at the QBRC. Observe and document casino activity pertaining to violations of law, compliance with the Quinault-State of Washington Compact, Title 70, National Indian Gambling Commission Minimum Internal Controls and the QBRC's system of internal controls. Generate case reports as necessary. Protect QIN property/assets, and maintain confidentiality with regard to agency business. Availability to work various shifts is required. Minimum Requirements: 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 a Tribal Gaming License; 21 years of age; and valid Washington driver's license. QIN Preference Observed, HS Diploma/GED; continued education or training certificates; and investigative experience.

Supervisor: Carlos Corwin



**TECH IV TGA SURVEILLANCE OBSERVER - CLOSE 06/01/18**

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. Minimum Requirements: 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: Carlos Corwin



**ADMINISTRATIVE ASSISTANT III - VI (HEALTH & WELLNESS) - CLOSE 06/01/18**

Performs a wide variety of administrative support functions for Health and Wellness Director. Makes all arrangements for Health and Wellness management work related travel. Incumbent is responsible for personnel files of staff and providers at RSHC, CKC, and Hoquiam sites. Incumbent is responsible for Health and Wellness Division mail log, budget tracking, modifications, and systems; incumbent will draft professional level memos, community notification, etc. The position requires the use of initiative and good judgement; knowledge and understanding of the Quinault Nation and the Divisions functions with strong communication and collaboration skills. Requirements: HS Diploma/GED, experience ranging from one to five years determines grade and level from T3-T6, business courses in office practices are desirable, valid Washington State driver's license. Supervisor: Aliza Brown



**ADMINISTRATIVE ASSISTANT V- VI (RSHC HOQUIAM OFFICE) IN HOUSE ONLY- CLOSE 06/01/18**

This is a senior level classification with a wide variety of responsibilities for providing administrative support and clerical assistance to various programs. Provides scheduling, staff assistance by reviewing, controlling, prioritizing, and coordinating the work of departmental/divisional program program(s). The position requires the understanding of QIN and RSHC Centers department functions. Administrative Assistant duties require special judgement skills, training and/or experience. Minimum Requirements: High School Diploma, 3 years' experience working in a Health Care Facility with administrative duties preferred, computer experience required, typing skills, and ability to communicate effectively with patients. Supervisor: Aliza Brown

**EMPLOYMENT & TRAINING SPECIALIST - CLOSE 05/25/18**

Incumbents will work with Employment and Training Coordinator and TANF Caseworker in the *placement*, retention, and advancement of TANF Employment and Training participants in the workforce. Will provide employment counseling and support to all participants in the service delivery area. Assist the Employment and Training Coordinator in meeting program goals and objectives. Act as liaison between participant, caseworker, employer, training institute, and other area resources that will provide employment and training opportunities to participants. Minimum Requirements: AA with emphasis in Education, Counseling, or other related field, and/or enrolled full time in a college degree program or two years' experience in teaching or counseling or a combination of experience/education and 1-year minimum working with adult learners in a diverse cultural, social, economical setting with Native American population. Valid Washington State Driver's License, Transportation and Valid Automobile Insurance, First Aid/CPR and AIDS training or obtain w/I 6 months of hire, certification of counseling for Washington State or obtain w/I 6 months of hire date.

Supervisor: Kiersten Pope

**YOP ASSISTANT–CLOSE 05/24/18**

Assist the TANF Lead Youth Advocate and Education Manager in developing and overseeing the Youth Opportunity Program. Will work on the application process and determine eligibility, and assist with the hiring process. The assistant will work with programs, schools, and employers to determine placement of the youth and then monitor the youth in their employment or school placement. Will ensure youth are paid, and will close out the program and complete reports as needed. The assistant must be able to work outside the office setting and work on their own. This position is temporary and will end on August 31, 2018. Minimum Requirements: High School Diploma or GED, Verified experience working with Youth, Valid Washington State Driver's License. **Supervisor: Edie Brooks**

**COLLEGE ADVOCATE – Re-Advertise CLOSE 05/25/18**

The College Advocate will assist college students, who are enrolled Quinault's in navigating their school and career field by helping students meet their goals and graduate. The College Advocate will provide outreach, advocacy and appropriate services to enrolled Quinault College Students by maintaining regular contact with students as they reach individual goals. The College Advocate will assist graduating, enrolled Quinault, high school students with college applications and admissions. The College Advocate will establish and maintain collaborative working partnerships with community organizations to ensure optimal success for the students. Minimum Requirements: Bachelor's Degree or Associates Degree plus 2 years' experience working with youth in education. Must have Valid Washington State Driver's License and transportation. **Supervisor: M'Liss DeWald**

**FORESTRY TECHNICIAN I (Temporary Position)– Close 5/25/18**

Performs a wide array of forestry related tasks as given by supervisors/. Task could include but are not limited to cleaning equipment, brush clean up, mowing and weed eating, cone collecting, recording field data. Minimum Requirements: High School Diploma or GED. Valid Washington State Drivers License. **Supervisor: Jimmy Hargrove**

**GRANT WRITER (Temporary Hire up to 6 months)–CLOSE 05/21/18**

Is responsible for assisting programs in the identification and pursuit of external funding opportunities. The Grant Writer will assist programs in planning to undertake grant funding agreements, lead in the preparation and submission of funding proposals, coordinate with program managers to review and update agreements, and facilitate oversight meetings among project stakeholders. This is a temporary hire up to six months with potential advancement to permanent hire. Minimum Requirements: Three years of experience in related field or Associates degree in related field or combination of higher education and experience equivalent to 3 years. **Supervisor: Daniel Ebling**

**ADMINISTRATIVE ASSISTANT IV (TGA) — Closes 05/24/18**

Position reports directly to TGA Executive Director. Is responsible for the maintenance of database files, meeting agenda preparation, office reception, handling correspondence for all functions from Gaming Commission on down. Licensing and audit support, scheduling of meetings, training, reimbursement, recordkeeping and minutes. Exceptional ability to maintain confidentiality with sensitive information. Create reports, multitasking, prepare and monitor all purchases. Manage supply levels; Assist other TGA Departments as needed. Must have excellent written and oral communication, excellent math and analytical skills, computer skills in spreadsheets, databases, and word processing. Minimum Requirements: Maintain valid Tribal Gaming license, 21-years of age, HS Diploma or GED, and a valid Washington State Driver's License. Gaming Industry knowledge preferred. **Supervisor: C Baller**

**DISPATCH/CORRECTIONS OFFICER TECH VI — CLOSE 05/25/18**

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**

**LICENSED PRACTICAL NURSE (LPN) – Re-advertise Open until filled**

Provide practical nursing services for family practice clinic. Collect vital signs on patients prior to visit with the provider. Observe record and report the general condition of patients. Collect samples such as urine, blood, and sputum, etc. from patients for testing and perform routine laboratory tests on samples. Minimum Requirements: Possession of a valid license to practice within the State of Washington and two years of experience as a Licensed Practical Nurse. **Supervisor: P Baron**



**CASEWORKER IV FAMILY SERVICES - Re-Advertise OPEN UNTIL FILLED**

Under general supervision, provide a full range of professional level social services to clients and the Nation through responsibility for a variety of social work and research functions addressing aging and adult, child protection, and economic and medical services and issues. Incumbents will provide counseling and follow through in one or more of the service areas. Incumbents will respond to complaints, observations, and/or referrals in all situations involving their area(s) of responsibility. Minimum Requirements: Master's degree in social services, human services, behavioral sciences, or an allied field. One year of experience as a social worker, Case Worker or equivalent paid social services experience. OR Bachelor's degree in Social Work Related Degrees as follows: Child Development, Counseling, Criminal Justice, Family Studies, Human Development, Human Services, or an allied field. Three years of paid social services experience performing functions equivalent to those described in the above position description. Valid Washington State driver's license. Must pass a criminal background clearance by WSP. **Supervisor: Dawnadair Raincloud**

**REGENERATION FORESTER – RE-ADVERTISE OPEN UNTIL FILLED**

Responsible for the planning, design, project implementation and monitoring, and coordination of assigned section project(s). Responsible for supervision and completion of field, planning, and/or statistical projects. Develop, negotiate, recommend and approve contracts. Recommend solutions to environmental impacts and other forestry management problems. Make technical decisions, interpret, and apply QIN regulations pertaining to forestry management. Plan, Develop, Oversee, and Administer the Regeneration project to include Nursery Contracts, Planting Contracts, Animal Damage Control, first Year Surveys, Hand Fertilization, Conifer Release, Marking of Seed Trees, and Aerial Seeding. Assist with Tribal Crew Projects, Tree Improvement - Pest Mgmt. Projects, Site Preparation and Backlog Reduction. Assist with the interdisciplinary planning of timber sale and land management activities. Supervise the Regeneration Technician and Tribal Planting Crew.

**Minimum Qualifications:**

**Grade 9:** Masters of Science (MS) degree with preferred major study in timber management, forest operations, silviculture, or other related natural resource management discipline One year of professional experience, and must have been as a project lead or equivalent. OR Bachelor's degree with preferred study in forest management, forest economics, forest science, or other natural resource field. Two years of professional experience, and must have been as a project lead or equivalent. OR A.A. degree with preferred study in forest management, forest science, or other natural resource field. 5 years progressively responsible experience in professional forestry or biological management activities of which 2 years must have been as a project lead or equivalent.

**Grade 10:** Masters of Science (MS) degree with preferred study in timber management, forest operations, silviculture, or other related natural resource management discipline; plus two years of progressively responsible experience as a forest management professional. OR Bachelor's degree with preferred study in forest management, forest economics, forest science, or other natural resource field. Three years of professional experience, and must have been as a project lead or equivalent. OR A.A. degree with preferred study in forest management, forest science, or related biological field. 6 years progressively responsible experience in professional forestry management activities of which 3 years must have been as a project lead 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.

Ability to maintain confidentiality of information.

Able to comply with the Federal Drug Free Workplace Act. **Supervisor: Jimmy Hargrove**

**EMT Paramedic – Open Until Filled**

Filling 1-Fulltime EMT-P position. Paramedics are Emergency Medical Technicians (EMT) who received the highest form of certification for EMTs. They are medical professionals who work as a part of the emergency medical services in a given area. They provide pre-hospital advanced medical and trauma care before transferring patients to appropriate medical facilities. Responsible for providing basic and advanced life support treatment of patients. Must be available to work all shifts including wedekends, as well as being able to respond to emergent details after regulary scheduled hours. Applicants must have acceptable driving record, possess effective interpersonal skills, be current on EMT-P Continuting Education requirments. Must be able to lift a minimum of 100 lbs, work in all types of terrain and weather, and be Grays Harbor County Medical Program Director approved. **Minimum Requirements:** High School or GED, Valid Washington State Drivers License, Current Washington State EMT-Paramedic certificate, Current AHA Healthcare Provider CPR Certificaion w/AED, Current ACLS/PALS Certifications, Minimum of 1-year field active EMT-P experience, ability to pass an extensive background check and drug testing. **Supervisor: Lisa Hall**

**EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT) – Open Until Filled**

Quinault Nation EMS is a rural ALS ambulance service that provides emergent care and transport including long distance inner-facility transports. Full-time employees must be available to work all shifts including weekends, as well as be able to respond to emergent details alter regularly scheduled hours. Minimum Requirements: GED or High School Diploma, minimum of one-year field- active EMT-B experience, Valid State of Washington EMT certificate, Valid Washington State Driver's License, current Healthcare Provider CPR certification w/AED, pass extensive background check, urinalysis and acceptable driving record, Grays Harbor County Medical Program Director approved, lift a minimum of 100 pounds. **Supervisor: Lisa Hall**

**WILDLAND ENGINE CAPTAIN OPEN UNTIL FILLED**

Works as a supervisor of a fire engine crew, operates communications equipment such as radios, telephone, and other equipment necessary to exchange information of fire weather and fire suppression activities. Performs prescribed burning crew duties, may work on special forestry projects, provides training opportunities to crew, various manual duties are listed in full job description. Minimum Requirements: HS/GED, Must be 18 yrs. old, valid WA ST Driver's License, minimum 3 seasons of wildland fire experience, currently working towards qualification as a NWCG Engine Boss. (Must complete task book w/I 3 years), NWCG qualified class "A" sawyer, current First Aid/CPR card. See JD for other requirements.

**Supervisor: John Preston**

**WILDLAND FIREFIGHTER FF1/FF2 OPEN UNTIL FILLED**

Works as a member of a fire engine crew, performs duties in fire prevention and suppression. Performs prescribed burning crew duties, may work on special forestry projects, and partake in daily physical fitness and suppression training. Various manual duties are listed in full job description. Minimum Requirements: Must be 18 yrs old, valid WA ST Driver's License or obtain within 1-month of hire date, Must be able to pass a drivers history screening, health screening, and work capacity testing. See JD for other requirements. **Supervisor: John Preston**

**OBESITY/NUTRITION EDUCATOR – Re-Advertise Open until filled**

Provide nutrition education services for youth and families to encourage adopting healthy food practices and active lifestyles throughout the Quinault Indian Nation (QIN). Manage and assist in writing/planning childhood obesity grants. Plan, schedule and deliver basic nutrition classes, food demonstrations, and other activities necessary to meet the objectives of the childhood obesity program. Provide and coordinate one-on-one nutrition consulting with parents and child to develop a wellness plan. Work with the fitness and wellness team to achieve a dietary and fitness plan. Minimum Requirements: Registered Dietitian with a bachelor's degree in Nutrition or Dietetics related field and minimum 2 years' experience in Nutrition/Community nutrition. Registered Dietitian (RD) license. Valid Washington State driver's license. CPR card.

**Supervisor: T Harrington**

**SPECIALIST V - NUTRITION - Re-Advertise Open until filled**

Provide professional nutrition consultation services through education, counseling and program consultation throughout the Quinault Indian reservation, work with the WIC program to provide administrative services, supervise program staff members, willing to learn about traditional food practices. Minimum Requirements: Master's degree in public health or community nutrition, OR bachelor's degree with major study in public health, community nutrition, or dietetics; AND 2 years' experience in nutrition and food services management. Registered as a Dietitian by the American Dietetic Association or registration eligible. Valid Washington State driver's license. **Supervisor: N Underwood-Jackson**

**Accepting Fish Clipper Applications**

- 4-Lake Quinault (starting 5/21/18)
- 2- Cook Creek (starting 5/29/18)
- 4-Salmon River (starting 5/29/18)

For up to 3-weeks \$13.00 per hour  
Must have own transportation

We are currently taking applications for a **LABOR POOL** for various projects throughout the reservation.

You must complete an application specifying your work experience with each area you are applying for:

Laborer-General  
Laborer-Grader  
Laborer-Demolition Safety Certified  
Equipment Operator (Heavy Equipment/CDL Truck Driver)  
Flagger  
Carpentry/Maintenance

**We are still accepting applications for the ON-CALL/SUB list:**

Receptionist, Custodian, Clerical, Licensed CDL Drivers, Daycare/Head Start Cooks, Daycare/Head Start Teacher Aides, Senior Cook/Transportation

**\*Must have Current Food Handlers Card and Driver's License if position requires it.**

**If you have a current application on file, you must call the office (Ext. 4613 or 4611) to ask that your application be submitted for the position by the COB of closing date.**

Please attach a copy of any permits, licenses, certifications to your application that pertain to the position you are applying for and list specific dates of previous employment that displays your work experience!

**\*In House Only means: Any Permanent QIN employee not on probation**