

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



Phone: 360-276-8211
ext. 4613 or 4610

Fax: 360-276-4191

Applications available at:
www.quinaultindiannation.com

Email applications to:
jobs@quinault.org

QIN Current Job Openings: **January 10, 2019**

Applications and job descriptions are available by contacting Human Resources jobs@quinault.org
The Nation supports Quinault Preference in all hiring.

Employment offers are conditional on passing drug test, criminal records, or background check.

TECH I-NUTRITION/TRANSPORTATION Part Time – CLOSING 1/24/19 (20-hours per week)

Participate in the preparation and serving of food or function as a cook's helper, collecting items and foods, ingredients, and supplies for food preparation, cleaning. Transport home delivered meals. **Minimum**

Qualifications: HS Diploma or Equivalent, Valid Washington State Driver's License, Food Handlers permit or ability to obtain one before employment. Supervisor: Lanada Brown

TECH I-NUTRITION Asst. Cook – CLOSING 1/24/19

Participate in the preparation and serving of food or function as a cook's helper, collecting items and foods, ingredients, and supplies for food preparation, cleaning. **Minimum Qualifications: HS Diploma or Equivalent, Valid Washington State Driver's License, Food Handlers permit or ability to obtain one before employment.** Supervisor: Lanada Brown

TECH IV DISPATCH (Wildland/Structure) CLOSING 1/24/19

Position serves as the lead fire dispatcher for the Quinault Indian Nation Fire Management Program. The dispatcher performs a variety of technical and administrative, and clerical duties in support of the Wildland, Prescribed, and Structural Fire Programs. Primary duties include dispatching fire crews to local incidents as well as Resources to incidents nationally. Also include tracking and entering of fire personnel certifications and fire experience, answering and directing phone calls, ordering assigned by the FMO, and other duties as assigned by the FMO. **Minimum Qualifications:** Must be at least 18 years old, HS Diploma or GED, Valid Washington State Driver's License, working knowledge using various Fire Data Applications such as: IQCS, ROSS, Fire Occurrence Reporting, as well as others. Must meet standards and qualifications as a support dispatcher according to NWCGPMS310-1 or able to obtain within 1 year of employment. Supervisor: Travis Peek

TECH I-NUTRITION/TRANSPORTATION Part Time (20 hours per week)– CLOSING 1/24/19

Participate in the preparation and serving of food or function as a cook's helper, collecting items and foods, ingredients, and supplies for food preparation, cleaning. Transport home delivered meals. **Minimum**

Qualifications: HS Diploma or Equivalent, Valid Washington State Driver's License, Food Handlers permit or ability to obtain one before employment. Supervisor: Lanada Brown

FISH TECH III (Harmful Algal Bloom Specialist) CLOSING 1/21/19

The candidate will function as the Quinault Indian Nation Harmful Algal Bloom (HAB) specialist responsible for marine plankton sampling and identification and detection of toxin levels in razor clams. The job will involve outdoor sampling in all types of weather combined with laboratory work. Candidate must be able to work independently, set and meet schedules, report data effectively and create reports as needed. Razor clam samples will be collected at regular intervals to determine domoic acid levels for the program. Field sampling will require the candidate drive a GSA vehicle, hike into remote beaches, often in poor weather and collect samples that include the ability to haul heavy (50 pounds or better) buckets of water for some distance and dig razor clams without harming them so they remain alive for analysis. This position requires good working knowledge of computers and ability to learn and work with MS Office programs including Word, Excel, Access and Outlook. Ability to relate with the public is preferred. **Minimum Qualifications: HS Diploma or equivalent. Fisheries-related experience will be given preference. Must be highly organized with good computers skills. Valid Washington State driver's license.** Supervisor: Ervin Schumacker

QIN Current Job Openings: January 10, 2019

TANF EMPLOYMENT AND TRAINING SPECIALIST – CLOSES 1/21/19

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: Associate degree with emphases in Education, Counseling or other related fields, or enrolled in a full time college degree program or two years' experience in teaching or counseling or a combination of experience/education and a minimum of one year working with adult learners in diverse cultural, social, economic setting and with Native American population. Valid Driver's License, Transportation and valid automobile insurance, First Aid/CPR and AIDS training or ability obtain within 6 months of hire date, Certification for counseling for Washington State or ability to obtain within 6 months of hire date** Supervisor: Kiersten Pope

TECH III TEACHER (Lead) Daycare – CLOSES 1/21/19

Provide care and supervision to whatever age group assigned to. Works with the children, parents and other staff to ensure the continuity of care is maintained throughout the day at the center. Duties are performed following clearly defined work procedures and priorities.

Minimum Requirements: High School Diploma or equivalent. Must be at least 18 years of age. Valid Washington State Driver's license. Documented child development education or work experience or complete the 20 HR. STARS training within 6 months of becoming a lead teacher. Willing to attend classes to ensure at least 10 hours continuing education in early childhood each year. Able to attend yearly food training.

First aid and CPR training including child CPR training as well as AIDS/HIV training or obtain after employment. Food handlers permit or obtain after employment. Must have a TB test immediately after employment. Pass a criminal background check and drug testing upon hiring as well as periodic checks for both. Supervisor: Kendall Peterson

CHRONIC DISEASE PREVENTION MANAGER – CLOSES 1/23/19

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: A Brown

FISHERIES TECH 1-3 (up to 25 positions in QUEETS) - Open Until Filled

Fisheries Technical Support Section will be hiring up to 25 workers in Queets for trapping, tagging, and night seining of Coho Smolts. These are seasonal positions from Late February through Mid July 2019. Applications will be accepted throughout the season, but do not delay in getting your application in so you can be placed on the roster. **Desired Qualifications: QIN Tribal Member, Prior Fisheries Experience, Valid Driver's License, Reliable, capable of strenuous activity, and willing to work in inclement weather, and flexible schedules including nights and weekends.** Supervisor: Larry Parker

QIN Current Job Openings: January 10, 2019

Resource Protection Officer - OPEN: U/F

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: Mark James

Medical Director OPEN: U/F

Grad of accredited school of medicine, completion of residency in Family Practice or related field, Valid WA State License to practice Medicine, Board Cert in Family Prac or Board Eligible, CPR/ACLS Required, 3 yrs. exp providing med care, Exp as a Med Director or leadership position, knowledge of scope of practice, reg auth., gov practice of PA/NP in Washington State. Supervisor: Aliza Brown

LPN-Licensed Practical Nurse OPEN: U/F

Possession of a valid license to practice within the State of Washington and two years of experience as a Licensed Practical Nurse. Supervisor: Paul Baron

Pre-Sales Supervisor OPEN: U/F

Bachelor's degree (BS) with major study in forest management or related natural resources field, plus 5 years of relevant work experience; an Associate's degree (AAS) in a related study and extensive demonstrated experience may be substituted for a BS. Appointment will be subject to successful completion of background security investigation. Ability to comply with Federal Drug Free Workplace Act, and possess a valid Washington State Driver's License. Supervisor: Eric North

Officer IV-Police – 2 Positions OPEN: U/F

High school graduation or equivalent. Twenty-one (21) years of age. Two years of full-time college in police science or allied field or one year of police or appropriate security experience may be required. No prior felony convictions, or misdemeanors involving firearm violations, theft, or excessive use of alcohol or controlled substances. Must have acceptable driving record. Must be in good physical condition and able to pass physical examination and any other physical test given. Must be able to pass drug and psychological tests. Must be able to successfully complete, or have completed a certified law enforcement academy training program and have been employed as a sworn law enforcement officer during the previous twelve (12) months. Valid Washington State driver's license. Supervisor: Ron Belcher

Caseworker IV - Family Services OPEN: U/F

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: Dawn Raincloud

QIN Current Job Openings: January 10, 2019

A COMPLETED QIN APPLICATION must be received by close of business on the listed closing date

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

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.