

Quinault Indian Nation
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Email applications to:
jobs@quinault.org

Applications available at:
www.quinaultindiannation.com

Job Openings: April 11, 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.

NEW! **FISH CLIPPING** – A new application must be completed for this season. Starting May 4 - 15 at all fish clipping and tagging sites Cook Creek, Salmon River and Lake Quinault Hatcheries. Cook Creek possible 12 man crew, Salmon River 4 man crew and Lake Quinault 4 man crew.

NEW! **VESSEL MONITORING ASSISTANT**– **CLOSES - 4/22/16**
The Vessel Monitoring Assistant is a non-commissioned position within the Quinault Indian Nation Division of Natural Resources Enforcement Program. This position is responsible for collecting, transferring, and analyzing potential errors of the data from the vessels involved in the ocean fisheries. This position is also responsible for analyzing and fixing hardware and software errors as they occur on vessels in the ocean fleet that is primarily based in Westport. Basic knowledge of database management and electronics is required. This job is physically demanding and requires that applicants be able to physically board the vessels at the float or at the dock, and be willing to work afterhours as well as on weekends and holidays. **Must have a valid drivers' license and no felony convictions.** Supervisor: J Eison

NEW! **FIXED ASSET ACCOUNTANT** – **CLOSES - 4/22/16**
Perform professional accounting functions. This is an advanced accounting level position receiving minimal direction within the framework of broadly defined policies and procedures. Routinely oversee and review the accounting of various funds. Prepare or direct preparation of reports required by other agencies for financial audits by verifying, analyzing, and balancing various schedules and accounts. Work with Controller to integrate, and maintain accounting sub-systems and methods; review internal policy for compliance with QIN standards and procedures, modify and implement accounting control procedures for QIN, update and monitor a system of controls, procedures, and forms for the recordation of fixed assets. **Must have: Bachelor's degree from an accredited college or university in accounting, finance, mathematics or related field; Five years professional accounting experience that includes fixed assets and property responsibilities.** Supervisor: C Carpenter

NEW! **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 24-7 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 Class III Gaming License; be 21 years of age; maintain valid driver's license; able to lift over 20 lbs.; preferred HS diploma/GED.** Supervisor: T Frank

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TEMP RECEPTIONIST-Land Buy Back Program – CLOSES - 4/13/16

Perform reception and clerical duties for the Quinault Indian Nation, office or major departmental unit. **Must have: High school graduation or GED equivalent. Supervisor: P Capoeman**

EMERGENCY ASSISTANCE SPECIALIST – CLOSES - 4/13/16

Provides administrative support to the Social, Health and Education (SHE) committee. Receives all Emergency Assistance applications. Provides to the committee members, completed application packets for review and approval. Submits requests for payment on all approved emergency assistance applications. Serve as primary backup for all accounts payables functions and duties as directed. Knowledge of Principles, procedures and practices related to the emergency assistance program of the Nation. Emergency Assistance policies and related budgets. The Nation's requisition procedures and accounts payable functions. Software and applicable data processing applications. Office machines and equipment. Correct use of English grammar and punctuation. Principles of supervision and training. **Must have: High School degree or GED and one year of accounting, finance or related work experience. Supervisor: C Carpenter**

TEMPORARY MAINTENANCE TECH I – CLOSE 4/13/16

This position will last up to 6 months. Responsibilities are landscaping duties such as operate lawn mowers, weed eaters, blower, chainsaw, and grass edger. **Must be self-motivated, able to check equipment fluids, cut brush, pick weeds from sidewalks/flower beds, and be able to lift 50 pounds. Supervisor: R Shale**

FISHERIES ENFORCEMENT OFFICER - CLOSE 04/13/15

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**

FIRE DISPATCH – CLOSES - 04/13/16

The purpose of this position is to serve as the lead fire dispatcher in a fire program of moderate complexity. The dispatcher performs a variety of technical and administrative/clerical duties concerned with and in support of the Wildland, Prescribed, and Structural Fire Programs on the Quinault Reservation. In addition, the area involved may encompass federal, state, tribal, and private lands within the dispatch's area of influence. This Position works with the Fire Management Officer and the other Fire Program staff in the development of short and long term plans, accomplishing and promoting of programs and technical activities related to fire prevention, preparedness, suppression, prescribed fire, and site preparation. This includes but is not limited to Fire operations, Fire Management Preparedness Analysis, QIN Annual Fire Plan, fuels management, equipment maintenance and ordering, inventory control, fire dispatching, mechanical site preparation, contracting, office automation, clerical, and other duties as assigned. **Must have a high school diploma or GED, valid state driver's license or the ability to obtain a Washington State Driver's License within one (1) month of hire date, pass drug testing, working knowledge in using fire software application such as HCS, IQCS, ROSS, WIMS, NIFPROS, and Fire Occurrence Reporting, Smoke permit system or receive training within the first year of employment, meet the standards and qualifications as a support dispatcher according to Interagency Fire Program Management (IFPM) qualifications and standards and PMS 310-1 or meet standards within first year of employment (would need to pass D-110, D-310, I-200, and S-260), Must have working knowledge in map interpretation to give or receive location on a map in legal descriptions (Township, Range, Section), Longitude and Latitude, or UTM, able to work weekends, holidays, nights, and long hours in a stressful environment. Supervisor: J Orr**

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CHR/DIABETES OFFICE MANAGER – CLOSE 04/20/16

Assist with the performance of support of diabetes management activities and functions in collaboration with the Diabetes and Nutrition Community Health programs. Carry out a variety of health service duties involving early detection, education and communications, and evaluation functions. Improve the health knowledge, attitude and practices of Quinault members and communities to prevent and manage diabetes and associated complications. Must have: Associate degree or equivalent (related medical experience preferred); valid WA state driver's license; and CPR certification (or obtain within 6 months).

Supervisor: R Harrison

Supervisor: C Eucker

BILLING CLERK – CLOSE 04/20/16

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. **Must have: HS diploma or equivalent, and experience in pharmacy billing process, some knowledge in computer use, and RPMS.** Supervisor: M Ralston

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 Driver's License. Ability to pass a background check.**

Supervisor: D Overton

CLINICAL QUALITY IMPROVEMENT COORD. – Re -Advertisement 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 McDougle

TEMP ROAD MAINT. CDL DRIVERS, FLAGGERS, EQUIP. OPERATORS, and LABORS-OPEN TILL FILL

Operates mobile power equipment such as: motor graders, crawler/dozers, front end loaders, backhoes, compactors, and excavators, for the purpose of maintaining and repairing roads, streets, and bridges on the Quinault BIA Roads System. Inspects, maintains, and installs traffic control devices including signs, pavement stripes, bridge markers, guard rails, and signs. **MUST HAVE: Equipment Operators-** 5 years of experience, Valid Washington State Driver's License **Flaggers-** Flagger Certification card, Valid Washington State Driver's License **Labors** - Labors are to be able to lift 75 lbs., Valid Washington State Driver's License **CDL Drivers-**Current CDL with 2-3 axle trailer endorsement, Valid Washington State Driver's License **Must be able to pass pre-employment drug test.** Supervisor: T Dineen

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PRE-SALE FORESTER –CLOSES – 4/15/16

The Pre-Sale Forester is responsible for timber sale preparation duties on approximately 120,000 acres of Indian trust land that produces approximately 35 million board feet and 10 million dollars annually. This includes acting as the project leader in all phases of timber sale planning and advertisement. **Must have: a bachelor's degree with major study in forest management or other related natural resource field and two years of experience in related forest management activities. Previous experience with harvest layout, timber cruising, and GIS is preferred. The successful candidate must be able to pass a federal background check, drug screening, and hold or have the ability to obtain a valid Washington State driver's license. Candidates must have the ability to work outdoors in rugged and uneven terrain. Supervisor: E North**

SPECIALIST II-MIS COMPUTER TECH –OPEN TILL FILLED

Performs intermediate-level support work for computer systems, desktops, and peripherals. This includes troubleshooting, maintaining, repairing, installing, problems resolution, and documentation. Provide customer service, and support for new and current applications along with documentation and training. **Must have: Valid Washington State Driver's License, pass background clearance, High School Diploma or GED, 4 years' experience as a computer maintenance technician. An equivalent combination of education in an Associate program or equivalent from a technical school and experience may substitute for three years of required work experience. Supervisor: R Harris**

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

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