Job Openings: April 25, 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.

**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.

**OFFICER V – CORPORAL – (IN-HOUSE ONLY) CLOSES 4/29/16**
Assist in the administration of the police department and supervise a squad or shift of full-time police officers and/or communications or security personnel. Incumbents have arrest authority and are required to be commissioned law officers. Perform patrol activities on foot or by vehicle or boat to maintain the Nation’s security and enforce QIN laws and ordinances. Direct and regulate traffic, investigate accidents or crimes; administer first aid, and issue citations for violations as appropriate or required. Issue misdemeanor citations; investigate, arrest, and/or book suspects for misdemeanors, gross misdemeanors, and felony offenses. Assist other law enforcement agencies in cases of emergency. Must have Associate’s degree or equivalent course work in police science, criminal justice, public or business administration. Three years’ experience in law enforcement as a commissioned officer. An equivalent combination of education and/or experience may substitute for the required education. Must have completed a state certified law enforcement academy and been employed as a sworn law enforcement officer during the previous twelve (12) months. 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 tests given. Must be able to pass drug and psychological tests. Valid Washington State driver’s license.
Supervisor: R Belcher

**TECH I – NUTRITION SENIORS PROGRAM – CLOSE 5/06/16**
Part-time position up to 20 hrs. Per week but may be able to do extra actives to compensate for more hours per week. Participate in the preparation and serving of food, or function as a cook’s or baker’s helper, collecting items and foods, ingredients and supplies for food preparation. Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships with others. Attend training sessions when necessary. Must have: High School Diploma or Equivalent Valid Washington State driver’s license. Food handler’s permit or ability to obtain same before employment. Supervisor: L Mail-Brown

**DAY CARE AIDE – CLOSE 05/06/16**
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, 1st 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
SPECIAL PROJECTS FORESTER - CLOSES 05/06/16

Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (GIN) Department of Forestry including direct supervision of the GIN 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

WILDLIFE ENFORCEMENT OFFICER - CLOSE 05/13/15

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

FISCAL TECHNICIAN I – OPEN TILL FILLED

Perform a variety of manual or automated fiscal record keeping or bookkeeping tasks; compute, reconcile, adjust, review, audit and enter financial and statistical data to maintain one or more of the following: accounting, budgeting, cashiering, revenue, purchasing, and payroll records and reports. Positions in this classification are distinguished from clerical employees in that a majority of time is spent on financial verification, recording, and disbursement tasks. **Must have High school education or the equivalent, valid driver’s license, one year as Fiscal Technician Trainee and successful completion of trainee examination. OR Two years of fiscally oriented clerical experience including one year in an accounting or bookkeeping activity. College, vocational, technical or business school training in accounting or bookkeeping may be substitute, year for year, for experience.** Supervisor: L Crist

FISCAL TECH III ACCOUNTS PAYABLE – (IN-HOUSE) OPEN TILL FILLED

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. Judgement is exercised to make fiscal determinations and to resolve problems that arise within work assignments. Maintain accounts and records; authorize and enter fiscal transactions; compile and prepare periodic fiscal statements and reports. Assist higher-level fiscal personnel with summary information and analysis of records and reports. Prepare, audit, verify and process final documents such as vouchers, purchase request, invoices, receipts, payroll forms and bank deposit verifications. **Must have High school education or the equivalent. Two years as a Fiscal Technician II or four years of fiscally oriented clerical experience including two years in either an accounting/bookkeeping or payroll activity. OR Completion of college, vocational technical or business school training in accounting or bookkeeping may substitute for one year of the specialized experience in fiscal technician activities.** Supervisor: L Crist
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

EMERGENCY ASSISTANCE SPECIALIST – OPENED TILL FILLED
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

CLINICAL QUALITY IMPROVEMENT COORD. –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
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

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**We accept applications for these on-call positions:**

<table>
<thead>
<tr>
<th>Receptionist</th>
<th>Senior Program Assistant/Cook* (valid food handlers required)</th>
<th>Licensed CDL Drivers</th>
<th>Labor pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>Day Care/Head Start Aide/Cook* (valid food handlers required)</td>
<td>Certified flaggers</td>
<td>Construction</td>
</tr>
</tbody>
</table>

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