Job Openings: July 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.

**TEMPORARY PCC ENCODER—CLOSES 7/29/16**
Analyze medical documents and records for appropriate processing procedures to accomplish control, coding, abstracting, and data entry. The information entered by the coder is used as an official part of the patient’s medical record, and day-to-day decisions about patients’ health services are based on the information as interpreted and entered by the Coder. Discreetly handle confidential and sensitive matters. **Must have:** HS Diploma/GED; Computer literate using E.H.R., RPMS software and Microsoft Word; Valid Driving License; Knowledge of ICD-9-CM Codes. **Supervisor:** M James

**HEAD START HEALTH, SAFETY, NUTRITION COORD. -CLOSE 8/05/16**
Provide the child’s family with necessary skills and insight, and otherwise attempt to link the family to an ongoing health care system to ensure that the child continues to receive comprehensive health care even after leaving the Head Start program. **Must have:** HS Diploma/OED, Valid Washington State Drivers license with CDL endorsement, First Aide Card, Food Handlers Permit, Drug and alcohol free, Physical exam and TB test at own expense within 30 days of hire and annually after, Pass criminal background test, Pass random drug tests. Confidentiality is a must. **Supervisor:** K Petersen

**LANGUAGE APPRENTICE. -CLOSE 8/05/16**
The Language Apprentice is responsible for learning the Quinault Language in order to provide Quinault Language instruction to community members. They also participate in the development of language documentation projects. **Must have:** commitment of five years to learn and teach the Quinault language, high school diploma, valid Washington State driver's license, ability to pass a criminal background test as well as employee initial and random drug tests and willingness to work with all age levels of learners. Preferred candidates will also possess a BA in Education or related field, experience working with tribal communities and in Pre-K through Adult teaching, excellent oral and written communication skills, ability to work respectfully with language learners and an outgoing personality. **Supervisor:** C Smith

**LANGUAGE MEDIA SPECIALIST -CLOSE 8/05/16**
The Media Specialist maintains and updates language media projects. They are familiar with current software, tablets and computer systems. The Specialist creates applications for language, directs and coordinates activities of designated projects to ensure that goal or objectives of projects are accomplished within prescribed time frame. They will also learn the Quinault language and assist staff with training. **Must have:** Associates in Computer Science or two years experience in creating video, audio media projects and software applications, ability to pass a criminal background test, employee initial and random drug tests, and a valid Washington State driver's license. Preferred candidates will possess a Bachelor of Arts in Computer Science, be familiar with Audacity/Creative Wave Studio, Animation, video and web-based technology, language documentation databases and software. **Supervisor:** C Smith
PART-TIME GRANTS & CONTRACTS INTERN  CLOSE 8/05/16
Perform and take responsibility for assigned clerical and statistical duties and for completion of attendant clerical responsibilities. Work is largely proceduralized, but incumbents must frequently exercise judgement in application or choice of procedures and in determining priority of work received by them. Supervision is normally available for questions or in unusual cases. Must have: High school graduation or GED   Supervisor: J Law

QDNR CLERK-  CLOSE 08/05/16
Main responsibility is to process procurement documents that is ordering supplies, etc. for the division; filling out requisitions and processing all purchase orders; handle personnel records such as employee action notices and timesheets. Must have computer knowledge (word and excel) and know how to operate standard office equipment/machines. Must have HS Diploma & GED. Supervisor: P Capoeman

TERO ADMIN ASSISTANT -  CLOSE 08/05/16
Provide clerical support to the TERO Department to meet the goals and objectives of the TERO Department. Duties and responsibilities also include providing serving as primary office receptionist to greet the public, direct phone calls, mail and clients to the proper staff while maintaining office files and records and assisting with reports, applications, purchase orders, ordering supplies and helping with assigned special projects. Must have: HS Diploma/GED, 1 year of verifiable work experience in office or business setting, knowledge of Windows, Microsoft Outlook, Word and Excel, pass pre-employment computer skills assessment. Supervisor: R Johnson

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 Drivers License. Ability to pass a background check. Supervisor: D Overton

SENIOR MANAGER - BEHAVIORAL HEALTH – OPEN TILL FILLED
Responsible for the implementation, promotion, administration, and coordination of the Behavioral Health program. Responsible for planning, organizing, supervising, and evaluating activities and functions of the program, including day-to-day budget, policies, procedures, and staff supervision. Must have: Master’s degree in psychology, social services, or allied field; 2 years direct clinical experience, preferably with a Native American population; valid WA State driver’s license; Must be a Washington State Registered Counselor, or be able to obtain such registration within 6 months; may be required to possess applicable certification in Chemical Dependency Counseling or obtain within 6 months. Must have background clearance checks. Supervisor: L McDougle

COUNSELOR V - BEHAVIORAL HEALTH – OPEN TILL FILLED
Provide full range of professional health services to clients and the Nation, including assessment, intake, individual, family, marital, group, consultation, and outreach services. Must have: Master’s degree in Social Work or Psychology from accredited institution; at least 2-years direct clinical experience; valid WA State Driver’s License; licensed in any state with LICSW, LMHC, LCPCC, LMFT, or licensed psychologist. Must pass background clearance. Supervisor: L. McDougle
FAMILY SERVICES SUPERVISOR – OPEN TILL FILLED
Responsible for the implementation, promotion, administration, and coordination of the Family Services program of the Quinault Nation. Duties include planning, organizing, supervising, and evaluating activities and functions of the program, including day to day budget, policies, procedures, oversight of the Child placing agency/foster care licensing program and staff supervision. Exercise independent judgment and decision making abilities to ensure community members have access to Family Services assistance and support. A primary goal is the improvement of conditions affecting the welfare of all members with regards to child and adult protective services and improving and addressing economic and medical services to all eligible individuals of the Nation. Must have Bachelor’s degree in psychology, social services, or allied field (Master’s degree desired); 2 years direct clinical experience, preferably with Native American population; valid WA State Driver’s License, pass criminal background clearance and periodic Washington State Patrol record checks; ICW certification through NICWA within 6 months of hire (on-line course), and complete the State of Washington Case worker Academy (6 week off-site course) within 6 months of hire. Supervisor: A Brown

CHIEF OF POLICE -CLOSE 07/31/16
The Quinault Indian Nation is seeking a qualified Chief of Police. The Chief works under the policy direction of the Quinault Indian Nation Business Committee and under the administrative direction of the Chief Operating Officer utilizing Quinault Indian Nation Tribal Codes and Policies to perform duties of the position of Chief of Police. Primary responsibilities of the Chief is to supervise daily operation of the Police Department, responsible for operation of the communication center, prepare and submit Departmental budgets, establish specifications and policies for departmental use, represent the Nation in a professional and ethical manner, oversee all training, hiring and firing of personnel and other duties as assigned. The Chief of Police is a contractual employee of the Quinault Indian Nation. The contract is expected to run from October 1, 2016 thru September 30, 2017 and may be renewed based on performance. Must have High School Diploma or G.E.D. required, ten years’ experience in law enforcement as a commissioned officer, of which three-years must have been in a supervisory or management position, completed a state/federal 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 be in good physical condition and able to pass physical examination and other physical tests given. Must be able to pass drug, background and psychological tests, Valid Washington State driver’s license with acceptable driving record, Must be a commissioned officer. Supervisor: A Halstead

POLICE OFFICER — OPEN TILL FILLED
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 reside within the Quinault Indian Nation Reservation boundaries. Duties include: Enforce Law & Order, Community oriented policing, investigations, and arrests. Basic police training and/or previous law enforcement experience desirable. Must have HS Diploma/GED; be at least 21 years old on commissioning; able to pass background check, drug, psychological, and polygraph tests, no prior felony or domestic violence convictions, and no substance abuse convictions, 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. Benefits include paid holidays, medical, dental, vision, disability and 401K. Supervisor: R Belcher

QUEETS RESIDENT POLICE OFFICER – OPEN TILL FILLED
Quinault Nation Police Department seeks one (1) Police Officer for the Queets village. 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 reside within the Quinault Indian Nation Reservation boundaries and require residency in the village of Queets in provided housing. Duties include: Enforce Law & Order, Community oriented policing, investigations, and arrests. Basic police training and/or previous law enforcement experience desirable. 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 convictions, and no history of substance abuse. Must have valid WA state driver’s license or be eligible to obtain one and have a 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. Benefits include paid holidays, medical, dental, vision, disability, housing and 401K. Supervisor: R Belcher
OFFICER TECH VI (Dispatcher/Corrections Officer) — OPEN TILL FILLED
Duties include maintaining 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

FISHERIES ADMINISTRATOR – OPEN TILL FILLED
Provide Dept. of Fisheries (QDFi) assistance by monitoring, controlling, and reporting on budgets, creating and maintaining schedules of administrative deadlines and events, creating and applying appropriate digital administrative tools using archival and computational software, working with QDFi managers to write grant proposals and administrative reports, and performing other administrative tasks of QDFi. Perform technical work directly delegated from the Director and in Support of QDFi program(s). Must have BA, preferably in natural resources field; intermediate to advanced expertise in Excel, Word, and Access; well-developed writing skills; excellent communication and organizational skills. Supervisor: P Capoeman

PART-TIME TERO COMPLIANCE OFFICER – OPEN TILL FILLED
This position is part-time and will only work up to 20 hours per week. This position serves as a liaison between employees, employers, federal agencies and unions to clarify the Quinault Nation Tribal Employment Rights Ordinance (TERO) and other Human Rights and Indian preference laws. Duties include but not limited to being responsible for documentation including individual complaints, compliance plans, applications, site visits, and other TERQ related documents as required. Must Have: HS diploma/GED AND minimum of 2 years /verifiable experience in the field of logging and/or construction, OR minimum of a 2 year degree may substitute for field experience; valid WA state driver’s license and must be eligible for the Tribe’s vehicle insurance. Supervisor: E Kalama

SPECIAL PROJECTS FORESTER – OPEN TILL FILLED
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

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
We accept applications for these on-call positions:

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

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