Job Openings: August 15, 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.**

**PROCUREMENT ADMINISTRATOR (Construction) - CLOSE 8/26/16**
Manage, direct, train and coordinate a wide range of process control activities associated with the Nation’s procurement and materials management functions related to construction. This position requires a significant technical, interpersonal and management skills. Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships with others. Perform all duties of subordinate personnel as required. Provide assistance to all divisions, departments and programs managers in the procurement process. Promote public relations with residents, business and local authorities effected by the progress of the construction work. Assist the Construction manager with other assigned duties. **Must have: High School or GED and a Two year Associate's degree in accounting or related field, or High School or GED and four years of accounting, finance or related work experience.**

Please submit resume with application. **Supervisor: T Dineen**

**TEMP WILDLIFE BIOLOGIST I - CLOSE 9/02/16**
Quinault Indian Nation seeking experienced Wildlife Biologist. Experience with forest practices and ESA Permits preferred. Knowledge of wildlife research studies using established principles and techniques. Perform professional field, laboratory, or statistical wildlife and habitat research studies, using established principles and techniques. This is the entry level classification for the wildlife biologist series working under the direction of the Wildlife Section Manager. Monitors wildlife populations, natural resource activities and practices on the Quinault Indian. **Must have Bachelor degree with major in wildlife, fisheries, or biological science; 1 year professional experience in natural resource related field; valid WA driver's license, valid WA concealed weapons report, OR equivalent combination of education and experience.**

**Supervisor: D Ravenel**

**DENTAL ASSISTANT - CLOSE 09/09/16**
Assist Dentists in the treatment of patients, perform duties at the request and under the supervision of the dentist and/or Lead Dental Assistant. **Must have: HS Diploma or equivalent, 2 years’ experience as a dental assistant preferred, or completion of a vocational course in dental assistance work may be substituted for 1 year of experience.**

**Supervisor: L McDougle**

**SEASONAL FISH TECH BROODSTOCKER) - CLOSE 09/30/16**
Desired qualifications include Strong Tribal fishing background, expert Boat and gill net operator, Enrolled QIN Tribal member, Prior Fisheries experience, Reliability. Must be capable of strenuous activity and working outside in inclement weather conditions. Must be willing to work a flexible schedule including nights and weekends. A Roster will be created from applications received and personnel will be activated from the roster as needed. Work is expected to begin October 2016 and run through December 2016. Valid WA Driver’s License Desirable. **Supervisor: Willie Johnstone, Marty Figg**
TEMP DIABETES/CHRONIC DISEASE PREVENTION EDUCATOR – OPEN TILL FILLED
Will serve as the QIN/RSHC Diabetes/Diabetes Prevention Nurse Educator. Provide case management and counseling to diabetes/ pre-diabetic patients. Ensure that all programmatic activities are carried out in accordance with IHS standards of care, RSHC policies and procedures and documented in patients EHR. Must have: Minimum ADN or BSN in Nursing in Washington State. Experience and knowledge in Public Health, Physical Activity, Nutrition or other relevant health or community education field preferred. At least 5 years of current nursing experience preferred. Must possess a current Washington state driver’s license and Healthcare CPR certification; Current RN Professional license in Washington State. Supervisor: L McDougal.

CHRONIC DISEASE PREVENTION MANAGER – First Review 8/15/16
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: L McDougal.

FAMILY SERVICES PROGRAM ASSISTANT - CLOSE 8/19/16
Perform work requiring knowledge and experience that is specific to a program. Organize and perform work related operations independent of the daily administrative office needs of a supervisor. Represent the program to clients, participants, senior staff and/or QIN members. Must have: Valid Driver's License; First Aid & CPR within 90 days of hire; HS education or equivalent; 2 years of increasingly responsible para-professional, technical or clerical experience of which 1 year in the specialized functional area may be required. Supervisor: A Brown

TGA SURVEILLANCE OBSERVER – CLOSE 8/19/16
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. 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 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: T Frank

DAY CARE AIDE – CLOSE 8/19/16
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

HUMAN RESOURCE SPECIALIST IV – CLOSE 8/19/16
Perform professional level human resource assignments in multiple areas of the Human Resources areas, such as classification, recruitment, screening and selection, compensation, disability accommodation, employee relations, training, and organizational development. Regularly analyze and interpret rules, regulations, and policies, an apply knowledge of a broad range of human resources management principles and practices in all human resource functional areas. Must have: Associates degree in Human Resources Management, Business Administration Management, or Administrative Analysis, and 2-years of administrative experience in Human Resources Administration, Management, or Administrative Analysis. An equivalent combination of education and experience MAY substitute for the required degree. Supervisor: R Bryson
MASS MARKING-Fisheries (Not Broodstocking)  CLOSE 8/19/16
Queets Fisheries will be hiring up to 3-Seasonal Workers for the Fall 2016 Mass Marking Implementation Project, this is not Broodstocking for the September 2016 – January 2017 Season. **Desired Qualifications:** QIN Tribal Member, Prior Fisheries experience, Ability to determine Salmon Species, Valid Drivers License, Gillnet Fishing experience, Good Jet Boat Operator, Reliable, accurate data keeping and CWT detection, Capable of strenuous activity (able to lift up to 60 lbs), Willing to work a flexible schedule, nights and weekends. Applications are also available at the Queets Fisheries Compound, and Queets Tribal Office. **Supervisor:** L Parker

LANGUAGE MEDIA SPECIALIST –Re Advertise CLOSE 8/19/16
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 Terry-Itewaste

PART-TIME GRANTS & CONTRACTS INTERN CLOSE 8/19/16
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

MANAGER OF FOREST – OPEN TILL FILLED
Quinault Indian Nation seeks to employ a Forest Manager to; manage, plan, organize, direct, implement and coordinate the activities for all forestry department programs for the Quinault Nation on the approximate 200,000 acre Quinault Reservation, including timber sales on all trust and tribal lands with an AAC of 47MMBF. The Forest Manager would oversee Forest Development, Wildland and Structure Fire, Road Management, Tribal and Trust Timber Harvest and Technical Support and Planning. The Forest Manager is responsible for day-to-day operations, administration, and implementation of forestry planning, management, and applied research, input to policy development, budget allocation, development of program work plans, and development, review and evaluation of long-term management plans. Collaborates with the Taholah Agency Superintendent and under the direct supervision of the Director of the Quinault Division of Natural Resources. **Must have:** Bachelor’s degree in forestry, forest management, forest engineering, forest economics, forest science, forest silviculture or related field. Master’s degree desirable. Five years of professional experience, one of which must have been at the senior forester or biologist level or equivalent OR Bachelor’s degree in business administration, public administration or closely related field. Six years of administrative experience in a forestry management program policy-making level or six years of second-line supervisory experience of professional (related) forestry staff including two years of responsibility for developing and implementing forest management policies. WA State Drivers License or able to obtain within first month of employment, able to pass federal background check, able to maintain confidentiality. **Supervisor:** D Bingaman

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:** E Sanchez
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 concerning child and adult protective services, 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 filed (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 Caseworker Academy (6 week off-site course) within 6 months of hire. Supervisor: A Brown

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

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
**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 (QIN) Department of Forestry including direct supervision of the QIN 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**

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<tr>
<th>We accept applications for these on-call positions:</th>
<th>Receptionist</th>
<th>Senior Program Assistant/Cook*</th>
<th>Licensed CDL Drivers</th>
<th>Labor pool</th>
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<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!**