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## Job Openings: October 14, 2014

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 BEHAVIORAL HEALTH RECEPTIONIST – CLOSE 10/17/14**

Full time temporary position to answer phones, schedule clients, set up and file client charts, complete other secretarial duties as needed. Must be able to handle stress, multi-task, work independently, and be able to remain calm in crisis situations. **Must have: HS diploma/GED, valid driver's license, pass background check, 2 years experience in a medical or social service setting, 2 years experience working in direct contact with the public in a medical or social service setting, and efficiency using various computer programs and applications including RPMS. Supervisor: D Flaherty**



### **SEASONAL FISH TECHS: MASS MARKING – REVISED CLOSING DATE 10/24/14**

Fisheries Technical Support is hiring up to 2 workers for the tribal mass marking implementation projects on coho and fall Chinook in the Grays Harbor area. \$11.55-\$12.50 per hour, DOQ, up to 40 hours/week. Duties include conduct spawning ground surveys and carcass sampling on various GH tributaries primarily within Satsop River drainage, handling and sampling salmon at Bingham Creek Hatchery on Satsop River system. **Must have valid driver's license.** Desired qualifications include: prior fisheries experience, history of reliability, capable of strenuous activity, willing to work flexible schedule including nights/weekends. Positions are based out of the Port of GH office in Aberdeen. **Supervisor: B Wagner**



### **COURT CLERK II – CLOSE 10/24/14**

Full time Court Clerk II in the Tribal Court to fulfill data collection requirements by inputting data in Justware. **Must have: HS Diploma/GED; pass criminal history check; be at least 21 years of age and of good moral character with no conviction or found guilty of a felony; no misdemeanor within the past year; valid driver's license and be eligible for tribal vehicle insurance; and be bondable. Supervisor: B Rowell**



### **CUSTODIAN – CLOSE 10/24/14**

Position located in Taholah to perform custodial assignments to maintain the cleanliness and care of facilities, buildings, and grounds. This position's schedule is Monday to Friday, 3 PM to 11:30 PM, with a half hour lunch. **Must have HS Diploma/GED, valid WA State driver's license, previous experience or 1 yr as a custodian trainee, and pass background check and drug test. Supervisor: A Smith**



#### **FAMILY SERVICES CASEWORKER – CLOSE 10/24/14**

Provide case management support and serve children and families in protective services setting. **Must have Master's degree in related field and 1 yr paid experience, OR BA in related field and 2 yrs paid experience. Must have valid WA state driver's license. Supervisor: A Brown**



#### **HEAD START TEACHER – CLOSE 10/24/14**

Establish and maintain a learning environment in Head Start classroom in accordance with program philosophy and principles. **Must have: Valid WA State driver's license; food handlers, first aid, and CPR or obtain before employment; TB test; pass applicable physical examination and drug testing; pass criminal background clearance and periodic WSP record checks. Must have 1 of the following education credentials: associate, Bachelor's, or advanced degree in ECE; associate degree in a field related to early childhood education and coursework equivalent to a major relating to ECE, with experience teaching preschool age children; baccalaureate or advanced degree in any field and coursework equivalent to a major relating to ECE with experience teaching preschool-age children; OR Bachelor's degree in any field and admitted into the Teach for America program, passed early childhood content exam, such as the Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America professional staff. Supervisor: L Poplin**



#### **EARLY HEAD START ASSOCIATE DIRECTOR – CLOSE 10/24/14**

Plan, develop, implement instructional programs in accordance with program requirements and guidelines, provide leadership for Early Head Start program curriculum development under the leadership of the Head Start Director. **Must have Bachelor's degree in Early Childhood or closely related field with 2 years administrative/supervisory experience; must have 3 years experience in Head Start, Early Head Start or Early Childhood field; OR have AA degree with CDA and 5 years experience in Early Childhood; an equivalent combination of education and experience. Must also have valid WA State Drivers' License; food Handlers Permit or obtain within 1 month of hire; first Aid/CPR certification or obtain within 1 month of hire; and pass applicable physical examination, background check, and drug test. Supervisor: L Poplin**



#### **DAY CARE AIDE – CLOSE 10/28/14**

Provide child care and monitor day care children and activities. Duties are performed following clearly defined work procedures and priorities. **Must meet the following: at least 18 years old; pass criminal background check; pass TB test, AIDS/HIV training, 1<sup>st</sup> aid and CPR training (including child CPR training) or obtain during probation period; 20 hours of STARS or obtain during probation, and attend on-going training (min. 10 hrs a year); attend yearly food training. Supervisor: J Johnson**



#### **DAY CARE LEAD TEACHER – CLOSE 10/28/14**

Provide care and supervision to assigned age group. Work with children, parents, and other staff to ensure continuity of care is maintained throughout the day. Duties are performed following defined work procedures and priorities. Implement daily schedule of the classroom. Ensure children are involved in activities that meet social, emotional, intellectual and physical needs. Be actively engaged with children. **Requirements include but not limited to: documented child development education or work experience, or complete the 20 hours of STARS training within 6 months of becoming a lead teacher; willing to attend classes to earn at least 10 hours continuing education in early childhood each year; attend yearly food training; at least 18 years of age; HS diploma/GED; valid Washington State Driver's license; first aid/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 TB test immediately after employment; pass a criminal background check and drug testing upon hiring as well as periodic checks for both. Supervisor: J Johnson**



## **LAND USE PLANNER – CLOSE 11/07/14**

Seeking an experienced individual to provide planning services for land use development, including preparing land use plans, preparing investigative reports on proposed land use actions, and prepare maps and diagrams for land use proposals. **Minimum Qualifications: a Degree in Planning/Public Administration or closely related field and 2 years experience. Work includes providing overall planning services for land use, transportation, economic development, capital improvements, strategic planning, and mapping.**

**Supervisor: M Cardwell**

We always accept applications for the following on-call positions:

Receptionist

Senior Program Assistant/**Cook\***

Licensed CDL Drivers

Custodian

Day Care/Head Start Aide/**Cook\***

**\*Valid food handler's required**