

Quinault Indian Nation
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Job Openings: December 22, 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.

FISH CLIPPING - A new fish clipping application must be completed for this season. **Supervisor: D Fielding**

NEW TREE PLANTING IS HERE! The meeting to sign up for the 2015 planting season will be **Thursday, January 22, 2015, from 1:30 PM to 3:00 PM at the QDNR Large Conference Room.** Applications will not be available until the meeting. Supervisor: J Hargrove

NEW DAY CARE LEAD TEACHER – CLOSE 01/09/15
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

NEW REZ RACER BUS DRIVERS – CLOSE 01/09/15
Drivers will provide a safe, reliable, and friendly transportation to customers for shuttle service from Taholah to Pacific Beach (to connect with GH Transit) and back with specific stops. **Must have: HS diploma/GED, at least 6 months related experience, valid CDL license (Class A or B with passenger endorsement); current DOT physical required; current 3 year driving abstract; and meet other requirements as necessary.** Supervisor: M Cardwell



UTILITIES SOLID WASTE TECH – CLOSE 01/09/15

Primary responsibility will be to collect garbage from Taholah, Queets, and other pick-up sites. Position works 25 hours per week and is primarily outdoors in all types of weather conditions. **Must have HS diploma/GED, able to work flexible schedules and irregular hours, able to lift up to 100 pounds, and have valid driver's license with CDL-B endorsement or ability to obtain endorsement within 6 months.**

Supervisor: J Figg



HEAD START TEACHER'S AIDE – CLOSE 01/16/15

Instruct students in small groups and provide individual instruction, as assigned. Participate in planning and evaluating classroom activities; prepare, gather, and organize instructional material. **Must have: HS Diploma/GED; completion of 90 quarter hours (60 semester hours) of college or CDA; 1 year experience working with preschool-age children in an educational environment; additional qualifying experience may substitute for the required college education year-for-year. Must also have valid Washington State driver's license; food handlers permit or obtain same before employment; first aid and CPR certification or obtain same before employment; pass applicable physical examination; and pass criminal background clearance, periodic Washington State Patrol record checks, and drug testing.** Supervisor: L Poplin



TIMBER, FISH & WILDLIFE BIOLOGIST – CLOSE 01/16/15

This position is grant funded and will end when the grant funding ends. Entry level biologist needed to review proposed natural resource activities with the Usual and Accustomed area and fee properties within the reservation. This position will work both alone and as part of a multi-agency interdisciplinary team to review proposed timber activities. Monitor private and state activities that are within areas of co-management responsibilities of the QIN. Assist in field studies, ensure compliance with environmental protection plans and policies, and implementation of fish and wildlife protection. **Must have Bachelor's of Science degree with major in wildlife, fisheries, or biological science; 1 year professional experience in natural resource related field; valid driver's license with ability to obtain WA driver's license after hire.** Supervisor: D Ravenel

ATTORNEY GENERAL – FIRST REVIEW 01/09/15

The Quinault Indian Nation is recruiting for an experienced federal Indian law practitioner to serve as the in-house Attorney General responsible for the provision of legal services and representation to the Quinault Tribal Government and its entities. This full-time position oversees the Office of the Attorney General, under the executive branch of the Quinault government. The Quinault Nation is a tribal member and Indian preference employer. **To apply, submit a completed application (available at www.quinaultindiannation.com), cover letter, resume, three (3) written references, and two (2) writing samples.** Supervisor: F Sharp

MANAGER OF COMMUNITY DEVELOPMENT – CLOSE 01/16/15

Under the guidance of the Director of Community Services, manage the Department of Community Development, including: supervising staff, budgeting, reporting, land use planning, economic development planning, capital improvement planning, long range planning, data collection and related records management. The incumbent is also responsible for research and development of comprehensive planning services with administrative responsibilities for ensuring compliance with building and zoning codes, and the Nation's comprehensive plan. **Must have: Bachelor's degree in public/business administration, planning, or closely related field; 5 years progressively responsible professional experience in social, community, or economic development planning; 2 of the 5 years must include experience putting planning principles into practice, preferably in depressed and developing economies; 2 years supervisory experience; or actual work experience in supervisory and/or management fields may be substituted for formal educational degree as part of an approved and followed QIN career development plan.** Supervisor: M Cardwell

SPECIALIST V - ECONOMIC DEVELOPMENT– CLOSE 01/16/15

Under the supervision of the CFO, the incumbent performs professional level economic development and planning, financial planning and analysis functions. Provides technical level assistance to the CFO in the completion of assigned projects and tasks. Regularly analyzes and interprets rules, regulations and policies and applies a broad range of planning management principles in assigned projects and tasks. Leads in the development of business and financial plans related to proposed new enterprises and projects and support enterprise managers in annual business plan development and cash flow and budget updates and other related duties as determined by the CFO (or designee). **Must have: Bachelor's Degree in Finance, Economics, Planning, Business Administration or closely related field, and 3-5 years of related experience. Preferred: Master's Degree in Finance, Economics, Planning, Business Administration or closely related field; 5-8 years related experience; experience working within a Tribal government or Tribal Enterprise environment. Supervisor: K Aiken**

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