



Quileute Tribal Council

Human Resources Department

PO Box 279 La Push, WA 98350

Phone (360) 374-4366/4367/2175

Fax (360) 374-4368



Quileute Tribe Job Description

TANF & Special Programs Assistant

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)
7. Unofficial Transcripts
8. Driver's License
9. Writing Sample(s) if required

NOTE: Incomplete applications will not be considered.

THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: olympicpeninsula.org
nps.gov/olym/index.htm

THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: forkswa.com
en.wikipedia.org/wiki/La_Push,_Washington
visitportangeles.com
sequimwa.gov
[en.wikipedia.org/wiki/The_Twilight_Saga_\(film_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manager who oversees Department Directors. There are 11 Departments with ___ full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: quileutenation.org
facebook.com/quileutetribe

THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: olympicpeninsula.org/stories/weather/

Position: **TANF & SPECIAL PROGRAMS ASSISTANT**
Supervisor: TANF Coordinator
Location: Tribal Administration
Work Info: 40Hrs/Wk; 8am – 4pm; M-F
Salary: DOQ/E (\$14.65 - \$17.56; hourly wage)
Open/Close: (02/08/2020 – 02/21/2020)

RESPONSIBILITIES:

Work cooperatively with the Quileute Human Services and General Manager to see that Tribal Assistance for Needy Families (TANF) benefits and services are delivered to eligible participants in the Quileute Service Area and remain in accordance with all Policies and Procedures and any regulations governing TANF, including 45 CFR Part 286 and OMB Circulars.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Responsible for assisting TANF staff with maintaining accurate files and information in the TAS database.
- Oversee day to day activities and reporting requirements for LIHEAP and the Food Voucher Program.
- This individual will also work closely with the TANF Coordinator and the Human Services Director on any necessary assistance related program activities. Must adhere to the highest level of confidentiality.
- Other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- High school diploma or GED required
- Be willing to complete an associate degree within an agreed upon amount of time.
- Must be proficient in Word and Excel programs.
- Knowledge of TAS or Access-based databases strongly desired.
- Must be capable of handling sensitive issues in an unbiased, confidential and compassionate manner.
- Must be a fast learner, self-starter, and motivated to continue learning and achieving new things.

GENERAL INFORMATION:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of

responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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Quileute Tribal Council – JOB APPLICATION

Each question should be fully and accurately answered. No action can be taken on this application, until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for: _____ **Today's Date:** _____

Are you seeking: Full-time Part-time temporary employment? When can you start work? _____

Last Name	First Name	Middle Name	Telephone Number
_____	_____	_____	_____

PO Box/Physical Address	City	State	Zip Code	Tribe Enrolled
_____	_____	_____	_____	_____

Social Security Number _____ - _____ - _____

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here before? Yes No If yes, when? _____

Have you ever been convicted of any law violations (except a minor traffic violation?) Yes No

If yes, give details _____

(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain _____

For driving jobs only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Expiration _____ Class of License _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age disability or other protected status.)

LIST NAME AND ADDRESS OF SCHOOLS: Number of Years Completed: Diploma Degree Certificated: Subjects Studied: Year Graduated:

High School Or GED: _____

College Or University: _____

Vocational/Technical: _____

List names of employers in consecutive order with present with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment, if self-employed, give firm name and supply business reference.

PLEASE GIVE MONTH AND YEAR.

NAME OF EMPLOYER: _____ _____ ADDRES: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR: _____ TELEPHONE: _____	JOB TITLE AND DUTIES: _____ _____ DATE OF EMPLOYMENT: FROM: _____ TO: _____ PAY: START \$ _____ FINAL \$ _____ REASON FOR LEAVING: _____
NAME OF EMPLOYER: _____ _____ ADDRES: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR: _____ TELEPHONE: _____	JOB TITLE AND DUTIES: _____ _____ DATE OF EMPLOYMENT: FROM: _____ TO: _____ PAY: START \$ _____ FINAL \$ _____ REASON FOR LEAVING: _____
NAME OF EMPLOYER: _____ _____ ADDRES: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR: _____ TELEPHONE: _____	JOB TITLE AND DUTIES: _____ _____ DATE OF EMPLOYMENT: FROM: _____ TO: _____ PAY: START \$ _____ FINAL \$ _____ REASON FOR LEAVING: _____

Have you worked under any other name? Yes No
 If, yes give name:
 Are you presently employed? Yes No
 If yes, may we contact your present employer? Yes No
 Have you ever been fired from a job or asked to resign? Yes No
 If yes, please explain:.....

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in the employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize all previous employers to furnish the Tribe with any information they may have regarding my employment and my reason for leaving. I release my prior employers and this company from any liability for any damage resulting from this information, provided such information is protected by the privacy act. To conduct a background check if chosen for the position.

If the applicants have equal qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaska Natives. Except as provided by the Indian Preference Act, Title 25 U.S. Code Section 472 & 473. There will be no discrimination in selection because of race, creed, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.

I understand I may be required to successfully pass a drug-screening examination. I hereby consent to a pre and/or post employment drug screen. All applicants will be subject to a background check. Some positions may require a criminal background check.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time, if employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice unless specified in the policies & procedures.

I have read, understand, and by my signature consent to these statements.

Signature

Date