



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Health & Family Services Manager

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

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
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](http://olympicpeninsula.org)  
[nps.gov/olym/index.htm](http://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](http://forkswa.com)  
[en.wikipedia.org/wiki/La\\_Push,\\_Washington](http://en.wikipedia.org/wiki/La_Push,_Washington)  
[visitportangeles.com](http://visitportangeles.com)  
[sequimwa.gov](http://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 Manger who oversees Department Directors. There are 11 Departments with 130 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](http://quileutenation.org)  
[facebook.com/quileutetribe](https://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/](http://olympicpeninsula.org/stories/weather/)

Position: **Health & Family Services Manager**  
Supervisor: Head Start Director  
Location: Tribal Head Start  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

Responsible for the oversight of the health and family services and services to children with disabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Obtains, records, and maintains the health history of all students
- Schedules and assists with all screenings (hearing, vision, dental, BDI, ht/wt, nutrition)
- Assists parents in locating an ongoing source of healthcare, and needed health and social service resources
- Plans and conducts Health Services Advisory Committee Meetings
- Maintains monthly newsletter with articles regarding health and family topics and program updates
- Completes follow up tracking for health, family services and parent partnership agreements and records this information in the Head Start data system
- Provides monthly reports to the Director regarding enrollment, health, social services and community partnerships
- Coordinate/attend monthly meetings for Parent Committee, support parents as requested
- Maintains Community Resource Pamphlet for distribution to families
- Advocates for, and assists families in identifying and coordinating resources to meet family goals through the Parent Partnership Agreements
- Develops and maintains collaborative relationships with community and tribal agencies
- Works annually to assist with the input of data on the PIR
- Reviews and updates all health and family services policies annually
- Conducts home visits as needed
- Run State Immunization system reports and meet with families for signatures
- Assist children experiencing an injury or illness while at Head Start, and notify families
- Track all injury, illness, and incidents for data analysis and reporting
- Maintain records for students with food allergies and medical conditions
- Inventory and maintain stock of medical supplies for the facility
- Present information at Quileute Health Fair and other Tribal events
- Attend meetings with parents as requested such as, IEP meetings, health related meetings
- Provide transition services for children going into Kindergarten. Attend meetings with QTS and QVSD teaching staff, Special Ed Coordinators, Counselor, and Principal
- Plan and oversee annual Head Start health and family events
- Train staff annually on health, safety, and family services
- Other duties as assigned

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Must have or be willing to obtain training in working with families in crisis
- Must be willing to attend out of town training
- Experience in planning, scheduling and coordinating meetings and events
- Excellent verbal and written communication skills including data base and internet use
- Experience working with Native American children and families
- Must pass a criminal background check and drug screen
- Must have or be willing to obtain First Aid/CPR Certification, Food Handler's Permit
- Must maintain confidentiality

## **WORK ENVIRONMENT:**

- Working with Pre-K aged children, some with disabilities

## **PHYSICAL DEMANDS:**

- Must be able to lift 50 lbs

## **SUPERVISORY RESPONSIBILITY:**

- None

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Must have a bachelor's degree (in health, social services, or related field)

### **Minimum/Preferred Qualifications:**

- 3 years of tribal experience in health, human services, or related field in addition to a degree

## **GENERAL INFORMATION:**

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.

**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 screening and reference check.

**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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