



# NIMIIPUU HEALTH

## July 26, 2021 - Job Posting

In compliance with the administrative actions dated January 10, 2017, all vacancies will be advertised “in house” for all current Nimiipuu Health employees, current employees from other entities (*Nez Perce Tribal Enterprises, Nez Perce Tribal Housing Authority, Nez Perce Tribe governmental operations, and Law & Justice*) and Nez Perce tribal members for a minimum of five (5) days.

### \*\*\* COVID-19 NOTICE TO APPLICANTS \*\*\*

- ***New hires will be required to undergo pre-employment Covid-19 testing.***
- **To prevent the progression and spread of the novel Coronavirus Disease (COVID-19), Nimiipuu Health encourages potential candidates to submit applications electronically.**
- **We ask that in-person visits only take place to deal with essential business needs.**
- **Paper copies may be submitted to the front desk Receptionist.**
- **To obtain an application, please visit our website: [www.nimiipuuhealth.org/careers](http://www.nimiipuuhealth.org/careers)**

### ACTIVE JOB-SEEKERS

Aside from our internal and external job opportunities, there are occasional temporary vacancies. If you are interested in joining our list of active jobseekers, please submit a complete application packet which is outlined on in a latter part of this job posting. Active jobseekers will be screened accordingly and referred to temporary appointments based on education, credentials, and experience. Tribal and Indian preference applies. *Certain positions may require a valid driver's license with an insurable record under the Tribe's policy, in which a motor vehicle report is required.*

## NIMIIPUU HEALTH IS CURRENTLY ACCEPTING APPLICATIONS FROM QUALIFIED

### IN-HOUSE-APPLICANTS FOR THE FOLLOWING POSITIONS:

#### DENTAL RECEPTIONIST - REVISED

**(Salary/DOE/Full-Time/Lapwai) Dental Receptionist [HR-21-025]** Requires a high school diploma or equivalent with one (1) year of customer service experience preferably in a healthcare setting. Requires at least six (6) months of experience in administrative and program support preferably in a healthcare setting. Must have excellent communication skills, both oral and written, and be computer literate with the ability to operate computer programs, such as Microsoft Office, or other database application software. Experience using an electronic health records (EHR) system is highly desirable. Must have efficient keyboarding and computer skills and knowledge of Nimiipuu Health services. Possessing a valid driver's license with an insurable record is highly preferred. Must have the ability to pass an extensive background check and pre-employment drug screening. **Closes 8/6/2021. Tribal/Indian Preference applies.**

### **DENTAL ASSISTANT TRAINEE**

**(Salary/DOE/Full-Time/Lapwai) Dental Assistant Trainee [HR-21-030]** Requires High school diploma or equivalent with six (6) months of customer service experience, preferably in a healthcare setting. Must demonstrate clinical competency in chairside assisting, infection control, and digital radiography within 90 days of hire. One (1) year dental chairside assisting experience preferred, orthodontic assisting experience preferred; certificate in expanded functions preferred. Knowledge of history, culture and health needs of Native American communities preferred. Must have excellent communication skills, both oral and written, and be computer literate. Possessing a valid driver's license with an insurable record is highly preferred. Must have the ability to pass an extensive background check and pre-employment drug screening. **Closes 8/6/2021. Tribal/Indian Preference applies.**

### **PATIENT CARE COORDINATOR – RE-ADVERTISEMENT**

**(Salary/DOE/Full-Time/Kamiah) Patient Care Coordinator [HR-21-022]** High school diploma or equivalent with one (1) year direct customer service-oriented experience, two (2) year's experience preferably in a medical environment. Must have knowledge of health care benefits and insurance resources, knowledge of medical terminology helpful, possess the ability to work independently, ability to handle conflict and crisis in a professional manner, thorough understanding of the importance of maintaining highest level of confidentiality in working with medical records and all related documents. Must have excellent communications skills, both oral and written; be computer literate with accurate data entry experience. Must have the ability to appreciate and respect patient or caregivers' perspective. Requires the ability to pass an extensive background check and pre-employment drug screening. **Closes 8/6/2021. Tribal/Indian Preference Applies.**

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**GENERAL PUBLIC**-OPEN TO ALL QUALIFIED FOR THE FOLLOWING POSITIONS:

### **DIABETES PROGRAM COORDINATOR**

**(Salary/DOE/Full-Time/Lapwai) Diabetes Program Coordinator [HR-20-029]** Requires a Bachelor's degree in Healthcare Education or related field with a working knowledge of diabetes. Prefer a Bachelor of Science in Nursing (BSN) or Masters of Science in Nursing (MSN). Prefer an Registered Nurse (RN) with a current active license from any state and must be in good standing. Requires one (1) year of supervisory experience. Prefer two (2) years of experience in clinical care setting and care management understanding/experience. Requires one (1) year experience with program management and grants program management, including skills in program coordination, budgeting, and reporting. Prefer a Certified Diabetes Care and Education Specialist (CDCES) formerly known as Certified Diabetes Educator (CDE). Must have exceptional communication skills, both oral and written, public relations, organization and be computer literate. Must possess the ability to handle conflict and crisis in a professional manner, possess the ability to work independently, and maintain confidentiality. Must have the ability to facilitate and lead workgroups and fitness programs. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires valid driver's license with an insurable record under the Tribes policy. **Closes 8/6/2021. Tribal/Indian Preference applies.**

## **MATERNAL CHILD HEALTH (MCH) REGISTERED NURSE**

**(Salary/DOE/Full-Time/Lapwai) Maternal Child Health (MCH) Registered Nurse [HR-20-028]** Must be a R.N. and have state licensure in good standing. BLS certification with two (2) years of experience in acute care or ambulatory care setting, prefer experience in OB/GYN. Must have professional knowledge of and ability to apply nursing care principles, practices and procedures required to assess needs of wide variety of medical surgical, obstetrics, gynecology and pediatric patients. Knowledge base of the normal course of diseases, anticipate complications and indicated therapeutic intervention. Must possess the ability to work independently, have excellent communications skills, both oral and written, ability to handle conflict and crisis in a professional manner, be computer literate. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires valid driver's license with an insurable record under the Tribe's policy. **Open Until Filled. Tribal/Indian Preference applies.**

## **DENTAL ASSISTANT**

**(Salary/DOE/Full-Time/Lapwai) Dental Assistant [HR-21-019]** High School Diploma or equivalent with customer service experience. Must be certified as a Dental Assistant or have successfully passed the Dental Assistant National Board. Must have 2 years of experience as a Dental assistant in a General Dentistry practice. Certification in Expanded Functions is preferred. Must have knowledge of all instruments, materials and procedures normally used in all phases of restorative, prosthodontic, oral surgical, endodontic, periodontic, and pedodontic treatment. Must have excellent communications skills, both oral and written, and be computer literate. Knowledge of history, culture and health needs of Native American communities preferred. Possessing a valid driver's license with an insurable record is highly preferred. Must have the ability to pass an extensive background check and pre-employment drug screening. **Open Until Filled. Tribal/Indian Preference Applies.**

## **CLINICAL REGISTERED NURSE (RN)**

**(Salary/DOE/Full-Time/Kamiah) Clinical RN [HR-21-023]** Must be an R.N., with current license from any state and must be in good standing. Prefer two (2) years of experience in clinical setting and the ability to multi-task and prioritize, with experience in an acute care or ambulatory care setting and care management understanding/experience. Must have professional knowledge of and ability to apply nursing care principles, practices and procedures. Required to assess needs of a wide variety of medical, surgical, geriatric, obstetrics, gynecology and pediatric patients as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic intervention. Must be able to work independently, handle conflict and crisis in a professional manner. Must be computer literate. Must have excellent communication skills, both oral and written. Requires ability to pass an extensive background check and pre-employment drug screening. Requires valid driver's license with an insurable record under the Tribe's policy. **Open Until Filled. Tribal/Indian Preference Applies.**

## **ENVIRONMENTAL SERVICES TECHNICIAN (SANITATION) –**

### **RE-ADVERTISEMENT**

**(Salary/DOE/Full-Time/Lapwai) Environmental Services Technician [HR-21-009]** Requires a high school diploma or equivalent with basic computer skills. Knowledge of or experience in proper disinfecting procedures and cleaning equipment operation preferred. Must possess the

ability to work independently with little or no supervision and have excellent communication skills, both oral and written. Possessing a valid driver's license with an insurable record is highly preferred. Requires the ability to pass an extensive background check and pre-employment drug screening. **Open Until Filled. Tribal/Indian Preference Applies.**

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### **APPLICATION REQUIREMENTS FOR A COMPLETE APPLICATION:**

- **Original NMPH Application per position.**
- **Background questionnaire.**
- **Resume/Curriculum Vitae (C.V.).**
- **Tribal ID/CIB** must be submitted before Preference can be granted (If applicable).
- **If position requires a valid driver's license** with the ability to be insured under the Tribe's policy, *must provide a current driver's license record (DLR) and any DLR from other state(s) where have been licensed to drive in the last three (3) years.*
- **Current immunization records (Hepatitis B, Measles (rubeola), and Rubella).**
- **Professional licenses** (If applicable).
- **High School Diploma or equivalent, or college education degree or transcript** (*must be submitted with application to be considered*).
- **Applications must be submitted by 4:30 P.M. on the closing date.**
- **Nimiipuu Health is a drug free work environment:** Pre-employment drug testing is required upon hire.

#### **-TRIBAL/INDIAN PREFERENCE WILL APPLY-**

Nimiipuu Health • HR Department • P.O. Drawer 367 • Lapwai, ID 83540

### **Incomplete applications will not be considered**

For more details or request an application, please use the following contact information:

**Email:** [hr@nimiipuu.org](mailto:hr@nimiipuu.org) | **Website:** <http://nimiipuuhealth.org/careers/>

**Tel:** (208) 621-4950 | **Fax:** (208) 843-9407

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## **OTHER JOB OPPORTUNITIES:**

- ❖ **Bay Mills Health Center:** 12124 W Lakeshore Drive, Brimley, MI 49715. Phone (906) 248-5527; website <https://www.baymillshealthcenter.com/>
- ❖ **Cayuse Technologies:** For further information call (541) 278-8200; website <http://www.cayusetechologies.com/>
- ❖ **Columbia River Intertribal Fish Commission:** For more information, please contact: Deanna Jim-Juarez, HR Manager, (503)238-0667, [jimd@critfc.org](mailto:jimd@critfc.org) or Chandra Wilson, HR Assistant, (503)238-0667, [wilc@critfc.org](mailto:wilc@critfc.org). Website: <http://www.critfc.org/>
- ❖ **Confederated Salish and Kootenai Tribes:** Tribal Personnel Department, P.O. Box 278, Pablo, MT 59855, for further information call (406) 675-2700 ext.1040; website <http://www.cskt.org/>
- ❖ **Confederated Tribe of Grand Ronde:** For further information call (800) 422-0232; website <http://www.grandronde.org/>
- ❖ **Confederated Tribes of the Umatilla Indian Reservation:** For further information call (541) 276-3165; website <http://ctuir.org/about-us/employment-opportunities>
- ❖ **Healing Lodge of the Seven Nations:** Submit applications packets to: Human Resources, The Healing Lodge of the Seven Nations, 5600 East 8<sup>th</sup> Avenue, Spokane Valley, WA 99212, Fax: (509) 535-2863 – Attn: Human Resources. Email as one PDF Attachment to [roseg@healinglodge.org](mailto:roseg@healinglodge.org). For a complete copy of a job announcement visit [www.healinglodge.org](http://www.healinglodge.org)
- ❖ **Marimn Health:** For more information call (208) 686-1931 ext. 306; fax (208) 686-1146; [hr@bmc.portland.ihs.gov](mailto:hr@bmc.portland.ihs.gov); website: <http://bmcwc.com/>
- ❖ **Nightforce Optics:** 336 Hazen Lane, Orofino, ID 83544. Phone (208) 476-9814; website <https://nightforceoptics.applicantpro.com/jobs/>
- ❖ **Northwest Portland Area Indian Health Board:** For further information call (503) 228-4185; Fax 503-228-8182; email [HR@npaihb.org](mailto:HR@npaihb.org) ; website <http://www.npaihb.org/>
- ❖ **Puyallup Tribal Health Authority:** 2209 East 32<sup>nd</sup> Street, Bldg #4, Tacoma, WA 98404, for further information call (253) 893-0232 ext. 516; fax (253) 593-5479; website <http://www.eptha.com/>
- ❖ **United States Department of Health and Human Services: Indian Health Services:** Website <https://www.usajobs.gov/>
- ❖ **Wildhorse Resort & Casino:** For further information visit website <http://www.wildhorseresort.com/footer/current-positions.html>
- ❖ **Yakama Nation:** For further information contact (509) 865-5121; website [www.yakamanation-nsn.gov](http://www.yakamanation-nsn.gov)
- ❖ **Yellowhawk Tribal Health Center:** For more information call (541) 240-8713; [HRRecruiter@Yellowhawk.org](mailto:HRRecruiter@Yellowhawk.org); website <http://www.yellowhawk.org/>