



NIMIIPUU HEALTH

May 10, 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**

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 job-seekers, please submit a complete application packet which is outlined on in a latter part of this job posting. Active job-seekers 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:

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. **Closes 5/21/2021. Tribal/Indian Preference Applies.**

PATIENT CARE COORDINATOR

(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 5/21/2021. Tribal/Indian Preference Applies.**

FITNESS CENTER MONITOR

(Salary/DOE/Full-Time/Lapwai) Fitness Center Monitor [HR-21-021] Requires a high school diploma or GED equivalent with one (1) year of customer service. Working knowledge of fitness and exercise is preferred. Must possess and maintain CPR, and First Aid Training Certificate. Must have the ability to supervise participants, be open to new ideas and the ability to adapt to changes. 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. Must be computer literate and possess knowledge of basic computer applications software and basic office procedures. Requires the ability to pass an extensive background check and pre-employment drug screening. **Closes 5/21/2021. Tribal/Indian Preference Applies.**

CUSTODIAN

(Salary/DOE/Full-Time/Kamiah) Custodian [HR-21-020] High school diploma or equivalent with basic computer skills. Knowledge of or experience in proper disinfecting procedures. Mechanically inclined, having knowledge of operating lawn mowing, and small power tools. Operation of housekeeping equipment and lawn/garden planting and pruning experience preferred. Must possess the ability to work independently with limited supervision, have excellent communication skills, both oral and written, and be computer literate. Will be required to pass extensive background check and pre-employment drug screening. Requires a valid driver's license with insurable record under the Tribe's policy. **Closes 5/28/2021. Tribal/Indian Preference Applies.**

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

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. **Closes 5/21/2021. 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. **Closes 5/21/2021. Tribal/Indian Preference Applies.**

ENVIRONMENTAL SERVICES TECHNICIAN – 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. Position term ends 6/30/22. **Open Until Filled. Tribal/Indian Preference Applies.**

PHARMACY TECHNICIAN – RE-ADVERTISEMENT

(Salary/DOE/Full-Time/Lapwai) Pharmacy Technician [HR-21-003] Must have high school diploma or GED with one (1) year experience in medical billing or experience working in a clinical setting. Prefer pharmacy technician certification, certified nationally through the Pharmacy Technician Certification Board or National Healthcare Association. If certified, must be registered as a Certified Pharmacy Technician with the Idaho Board of Pharmacy or be able to obtain registration upon hire. Requires exceptional customer service skills, computer skills and must be detail oriented. Must be organized with ability to handle conflict and crisis in a professional manner. Must possess the ability to work independently. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires a valid driver's license with insurable record. **Open Until Filled. Tribal/Indian Preference applies.**

PHARMACIST

(Salary/DOE/Part-Time/Lapwai) Pharmacist [HR-21-016] Requires a degree in Pharmacy, BS or PharmD, from an accredited College of Pharmacy in the U.S. Current and active license as a Registered Pharmacist and must be in good standing from any state. Must have exceptional communication skills, both oral and written, as well as experience with pharmacy management software. Demonstrate critical-thinking, problem-solving and decision-making skills. High professional ethics and standards. Demonstrate flexibility, adaptability, and the ability to handle multiple priorities. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires a valid driver's license with insurable record under the Tribe's policy. **Open Until Filled. Tribal/Indian Preference Applies.**

OPTOMETRY TECHNICIAN/OPTICIAN

(Salary/DOE/Full-Time/Lapwai) Optometry Technician/Optician [HR-21-011] Requires High School Diploma or GED with at least two (2) years of previous experience in customer service. Requires at least (1) year of previous work experience in health care setting utilizing electronic health record system. Previous experience with medical terminology, computer skills including Microsoft Office programs highly preferred. American Board of Optician/American Optometric Association Paraoptometric certification preferred. Previous cash handling preferred. Knowledge of history, culture, and health needs of Native American communities preferred. Must have Knowledge of Nimiipuu Health Services provided. Required to take cash handling training within (90) days of hire. Requires sufficient hand dexterity, strong organization skills, attention to detail and excellent ability to multi-task. Must be personable and possess excellent communication skills, both oral and written, and be able to handle conflict in a positive and calm manner. Must have positive work history. Possessing a valid driver's license with an insurable record is highly preferred. Must pass an extensive background check and pre-employment drug screening. **Open Until Filled. Tribal/Indian Preference Applies.**

APPLICATION REQUIREMENTS FOR A COMPLETE APPLICATION:

- **Original NMPH Application per position includes background questionnaire.**
- **High School Diploma or equivalent, or college education degree or transcript** (*must be submitted with application to be considered*).
- **Professional licenses** (If applicable).
- **Resume/Curriculum Vitae (C.V.).**
- **Tribal ID/CIB** must be submitted before Preference can be granted (If applicable).
- **Current immunization records (Hepatitis B, Measles (rubeola), and Rubella).**
- **If position requires a valid driver's license** with the ability to be insured under the Tribe's policy (**Applicants must provide a current THREE (3) YEAR Record of Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.**
- **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 | **Website:** <http://nimiipuuhealth.org/careers/>

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

OTHER JOB OPPORTUNITIES:

- ❖ **Northwest Portland Area Indian Health Board:** For further information call (503) 228-4185; Fax 503-228-8182; email HR@npaihb.org ; website <http://www.npaihb.org/>
- ❖ **Yakama Nation:** For further information contact (509) 865-5121; website www.yakamanation-nsn.gov
- ❖ **Confederated Tribes of the Umatilla Indian Reservation:** For further information call (541) 276-3165; website <http://ctuir.org/about-us/employment-opportunities>
- ❖ **Cayuse Technologies:** For further information call (541) 278-8200; website <http://www.cayusetechologies.com/>
- ❖ **Wildhorse Resort & Casino:** For further information visit website <http://www.wildhorseresort.com/footer/current-positions.html>
- ❖ **Yellowhawk Tribal Health Center:** For more information call (541) 240-8713; HRRecruiter@Yellowhawk.org; website <http://www.yellowhawk.org/>
- ❖ **Marimn Health:** For more information call (208) 686-1931 ext. 306; fax (208) 686-1146; hr@bmc.portland.ihs.gov; website: <http://bmcwc.com/>
- ❖ **Puyallup Tribal Health Authority:** 2209 East 32nd Street, Bldg #4, Tacoma, WA 98404, for further information call (253) 893-0232 ext. 516; fax (253) 593-5479; website <http://www.eptha.com/>
- ❖ **Healing Lodge of the Seven Nations:** Submit applications packets to: Human Resources, The Healing Lodge of the Seven Nations, 5600 East 8th Avenue, Spokane Valley, WA 99212, Fax: (509) 535-2863 – Attn: Human Resources. Email as one PDF Attachment to roseg@healinglodge.org. For a complete copy of a job announcement visit www.healinglodge.org
- ❖ **Columbia River Intertribal Fish Commission:** For more information, please contact: Deanna Jim-Juarez, HR Manager, (503)238-0667, jimd@critfc.org or Chandra Wilson, HR Assistant, (503)238-0667, wilc@critfc.org. Website: <http://www.critfc.org/>
- ❖ **Confederated Tribe of Grand Ronde:** For further information call (800) 422-0232; website <http://www.grandronde.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/>

- ❖ **United States Department of Health and Human Services: Indian Health Services:** Website
<https://www.usajobs.gov/>
- ❖ **Bay Mills Health Center:** 12124 W., Lakeshore Drive, MI 49715. Phone (906) 248-8526; website
<https://www.baymillshealthcenter.com/>
- ❖ **Nightforce Optics:** 336 Hazen Lane, Orofino, ID 83544. Phone (208) 476-9814; website
<https://nightforceoptics.applicantpro.com/jobs/>