



NIMIIPUU HEALTH

Job Posting: August 3, 2020

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 ***

- 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:

FACILITIES MANAGER

(Salary/DOE/Full-Time/Lapwai) Facilities Manager [HR-20-014] Requires Bachelor’s degree in Engineering, Construction Management, **OR** Business Administration/Management. Five (5) years of experience in building maintenance, facility management, construction management, or related activity including at least five (5) years at a supervisory level. Five (5) to ten (10) years of proven experience of maintenance of HVAC systems, plumbing, roofs, building infrastructure and equipment may substitute for education. Proven knowledge of OSHA standards for construction and Blood borne Pathogen standards. Experience/knowledge of NFPA 99 requirements for Healthcare organizations and in working with AAAHC standards for an Ambulatory Care facilities. Knowledge of Life Safety Code 2000 requirements. Required to develop RFP’s, and knowledge of bidding processes, policies and procedures. Must possess the ability to work independently, handle conflict and crisis in a professional manner. Must be computer literate, have excellent communication skills, both oral and written. Subject to an extensive background check and pre-employment drug screening. Requires a valid driver’s license with insurable record under the Tribe’s policy. **Closing Date: 8/7/2020.** Tribal Preference Applies.

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

PHARMACY TECHNICIAN

(Salary/DOE/Full-Time/Lapwai) Pharmacy Technician [HR-20-011] Must have high school diploma or GED with experience in medical billing, medical terminology 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. **Open Until Filled.** Tribal Preference Applies.

APPLICATION REQUIREMENTS:

- **Original NMPH Application per position**
- **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 PREFERENCE WILL APPLY-

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

Incomplete applications will not be considered

For more details or to apply for a position (request 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 more information call (503) 228-4185; Fax 503-228-8182; email HR@npaihb.org ; website <http://www.npaihb.org/>
- ❖ **Yakama Nation:** For more information contact (509) 865-5121. Also view the updated listings at www.yakamanation-nsn.gov
- ❖ **Confederated Tribes of the Umatilla Indian Reservation:** For further information, please call Phone: (541) 276-3165, website: <http://ctuir.org/about-us/employment-opportunities>
- ❖ **Cayuse Technologies:** For further information, please contact Cayuse Technologies at (541) 278-8200. Website: <http://www.cayusetechologies.com/>
- ❖ **Wildhorse Resort & Casino:** To apply for a position please use the on-line process by visiting <http://www.wildhorseresort.com/footer/current-positions.html>
- ❖ **Yellowhawk Tribal Health Center:** For more information contact YTHC (541) 240-8713, HRRecruiter@Yellowhawk.org. Website: <http://www.yellowhawk.org/>
- ❖ **Marinn Health:** For more information, please contact Marinn Health, attn: Tim Horlacher, HR Manager, P.O. Box 388, Plummer, ID 83851, Tel: (208) 686-1931 ext. 306, Fax: (208) 686-1146, hr@bmc.portland.ihs.gov. Website: <http://bmcwc.com/>
- ❖ **Puyallup Tribal Health Authority:** For more information on PTHA job listing, please contact: Puyallup Tribal Health Authority, Human Resources, 2209 East 32nd Street, Bldg #4, Tacoma, WA 98404, (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 more information, please contact (800) 422-0232. Website: <http://www.grandronde.org/>
- ❖ **Confederated Salish and Kootenai Tribes:** For more information, please contact: Tribal Personnel Department, P.O. Box 278, Pablo, MT 59855. Phone (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/>