



NIMIIPUU HEALTH

Job Posting: November 23, 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:

BEHAVIORAL HEALTH ADMINISTRATIVE PROGRAM ASSISTANT

(Salary/DOE/Full-Time/Lapwai) BH Administrative Program Assistant [HR-20-029] Requires an Associate’s degree in Social Work, Administrative Management, Business Administration, or in a related field. Three (3) years of experience will substitute for one (1) year of formal education. Requires two (2) years of related direct customer service preferably in a health care environment. Knowledge of behavioral health terminology preferred. Must possess the ability to work independently, ability to handle conflict and crisis in a professional manner, have thorough understanding of the importance of maintaining highest level of confidentiality in working with patients, behavioral health records, and all related documents at all times. Experience serving culturally diverse populations of clients who may be struggling with emotional and behavioral stresses and/or substance use is preferred. Must have experience with a variety of office equipment. Must have excellent communications skills, both oral and written; be computer literate with accurate data entry and Microsoft Office 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. Requires a valid driver’s license with an insurable record under the Tribe’s folder. **Closes 12/4/2020.** Tribal Preference applies.

DENTIST

(Salary/DOE/Full-Time/Lapwai) Dentist [HR-20-028] Requires DDS/DMD degree from an American Dental Association accredited dental school, with two (2) years of experience, preferably in general practice or completion of an AEGD or GPR program. Must have state licensure in good standing. Must maintain license. Must have excellent communications skills, both oral and written, and be computer literate. Requires the ability

to pass extensive background check and pre-employment drug screening. Requires to have a valid driver's license with insurable record under the Tribe's policy. **Closes 11/30/2020.** Tribal Preference Applies.

FACILITIES MANAGER - REVISED

(Salary/DOE/Full-Time/Lapwai) Facilities Manager [HR-20-014] Requires Bachelor's degree in Construction Management, Business Administration, Business Management, or education in a related field. Three (3) years of experience will substitute for one (1) year formal education. Requires three (3) years supervisory experience. Five (5) years of experience of HVAC systems, plumbing and water systems, roofs, and building infrastructure preferred. HVAC certification preferred. Knowledge of OSHA standards for construction and Blood borne Pathogen standards preferred. Experience in working with AAAHC standards for an Ambulatory Care facilities preferred. Requires experience in developing RFP's, the knowledge of bidding processes, and policies and procedures. Must have the ability to interface with all levels of an organization and outside vendors. Must possess the ability to handle conflict and crisis in a professional manner, possess the ability to work independently, and maintain confidentiality. Must have exceptional communication skills, both oral and written and be computer literate. 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. **Closes 11/24/2020.** Tribal Preference Applies.

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

COMMUNICATION SPECIALIST (PANDEMIC RESPONSE TEAM)

(Salary/DOE/Full-Time, Temporary/COVID-19 Funding (FY21)/Lapwai) Communication Specialist [HR-20-024] Requires an Associate's degree or higher educational preparation; vocational/education preparation in the areas of Communications, Advertising, Marketing, Journalism, Public Relation, or closely related field. Three (3) years relevant experience is equivalent to one (1) year of college. A Bachelor's preferred. Must be a highly organized and self-motivated individual with the ability to handle multiple tasks and meet deadlines with complete and accurate information. Requires exceptional communication skills, both oral and written, and be computer literate. Requires gathering, analyzing, examine, and evaluating data or information. Requires the ability to pass an extensive background check and pre-employment drug screening. Will be required to occasionally make extended trips during irregular work hours. Requires to have a valid driver's license with the ability to be insured under the Tribe's policy. Position term ends 9/30/21. **Closes 12/4/2020.** Tribal Preference Applies.

PATIENT ADVOCATE

(Salary/DOE/Full-Time/Lapwai) Patient Advocate [HR-20-027] Requires an Associate's in Business or Health related field with one (1) year of experience working directly with outreach services and/or variety of alternate resources or customer service experience in problem resolution OR six (6) years of related experience will substitute the educational component. Prefers grant writing experience. Must have knowledge of health care benefits and insurance resources, possess the ability to work independently, have excellent communication skills, both oral and written, 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, and be computer literate. Requires the ability to pass an extensive background check and pre-employment drug screening. Will be required to occasionally make extended trips during irregular work hours. Requires a valid driver's license with an insurable record under the Tribe's policy. **Closes 12/1/2020.** Tribal Preference Applies.

DENTIST

(Salary/DOE/Full-Time/Lapwai) Dentist [HR-20-028] Requires DDS/DMD degree from an American Dental Association accredited dental school, with two (2) years of experience, preferably in general practice or

completion of an AEGD or GPR program. Must have state licensure in good standing. Must maintain license. Must have excellent communications skills, both oral and written, and be computer literate. Requires the ability to pass extensive background check and pre-employment drug screening. Requires to have a valid driver's license with insurable record under the Tribe's policy. **Closes 11/30/2020.** Tribal Preference Applies.

CH TRANSPORTATION AIDE (PANDEMIC RESPONSE TEAM)

(Salary/DOE/Full-Time, Temporary/COVID-19 Funding (FY21)/Lapwai) Community Health Transportation Aide [HR-20-025] Requires a high school diploma or equivalent with related experience and/or training, prefer Certified Nursing Assistant (CNA). Must have or obtain CPR and first aid certification within three (3) months of appointment. Must possess excellent communication skills, both oral and written 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. Requires the ability to pass an extensive background check and pre-employment drug screening. Will be required to occasionally make extended trips during irregular work hours. Requires a valid driver's license with insurable record under the Tribe's policy. Position term ends 9/30/21. **Closes 11/24/2020.** Tribal Preference Applies.

CH REPRESENTATIVE (PANDEMIC RESPONSE TEAM)

(Salary/DOE/Full-Time, Temporary/COVID-19 Funding (FY21)/Lapwai) Community Health Representative [HR-20-026] Requires high school diploma with at least six (6) months of related experience in a home health care and/or ambulatory care setting, C.N.A. or CHR Certification preferred. Must obtain C.N.A. or CHR certification within one (1) year of appointment. Must maintain certification. Must have knowledge to identify common disorders, identify diagnostic tests, assist with diagnostic examinations and instruct clients on diagnostic examination preparation. Must have exceptional communication skills, both oral and written 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. Requires the ability to pass an extensive background check and pre-employment drug screening. Will be required to occasionally make extended trips during irregular work hours. Requires a valid driver's license with insurable record under the Tribe's policy. Position term ends 9/30/21. **Closes 11/24/2020.** Tribal Preference Applies.

FACILITIES MANAGER - REVISED

(Salary/DOE/Full-Time/Lapwai) Facilities Manager [HR-20-014] Requires Bachelor's degree in Construction Management, Business Administration, Business Management, or education in a related field. Three (3) years of experience will substitute for one (1) year formal education. Requires three (3) years supervisory experience. Five (5) years of experience of HVAC systems, plumbing and water systems, roofs, and building infrastructure preferred. HVAC certification preferred. Knowledge of OSHA standards for construction and Blood borne Pathogen standards preferred. Experience in working with AAAHC standards for an Ambulatory Care facilities preferred. Requires experience in developing RFP's, the knowledge of bidding processes, and policies and procedures. Must have the ability to interface with all levels of an organization and outside vendors. Must possess the ability to handle conflict and crisis in a professional manner, possess the ability to work independently, and maintain confidentiality. Must have exceptional communication skills, both oral and written and be computer literate. 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. **Closes 11/24/2020.** Tribal Preference Applies.

PHARMACY TECHNICIAN – RE-ADVERTISEMENT

(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.

MEDICAL ASSISTANT

(Salary/DOE/Full-Time/Lapwai) (2) Medical Assistant [HR-20-022] Must have current MA licensure from an accredited institution with at least 1-2 years' experience. Must complete Basic Life Support for provider's class every two years and maintain a current certification. Must have professional knowledge of and ability to apply medical assistant care principles, practices and procedures required to assess needs of wide variety of medical surgical, obstetrics, gynecology and pediatric patients as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic interventions. Must possess the ability to work independently, have strong communication skills, including effective verbal and written communication, and be computer literate. Work experience does not substitute for certificate requirement. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires to have a valid driver's license with insurable record under the Tribe's policy. **Open Until Filled.** Tribal Preference Applies.

MATERNAL CHILD HEALTH (MCH) REGISTERED NURSE

(Salary/DOE/Full-Time/Lapwai) Maternal Child Health (MCH) Registered Nurse [HR-20-021] Must be a R.N. and have state licensure in good standing. BLS certification with two years of experience in acute care or ambulatory care setting, prefer experience in OBGYN. 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 and have a valid driver's license with insurable record. **Open Until Filled.** Tribal Preference Applies.

PHYSICIAN

(Salary/DOE/Full-Time/Lapwai) Physician [HR-20-020] D.O. or M.D. license in good standing from any state. Requires Family Practice or Internal Medicine board certified, or board eligible. Must have DEA license. Requires current CPR/BLS; ACLS and/or PALS encouraged. Knowledge of history, culture and health needs of Native American communities preferred. 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 a valid driver's license with an insurable record under the Tribe's policy. **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/>
- ❖ **Marimn Health:** For more information, please contact Marimn 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.ihc.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/>