



# NIMIIPUU HEALTH

January 4, 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 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.

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**NIMIIPUU HEALTH IS CURRENTLY ACCEPTING APPLICATIONS FROM QUALIFIED**

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

### BILLING TECHNICIAN I

**(Salary/DOE/Full-Time/Lapwai) Billing Technician I [HR-21-001]** Requires a high school diploma or equivalent. One (1) year experience in healthcare setting preferred. Experience in medical, pharmaceutical, behavior health and dental third party billing and accounts receivable preferred. Experience or knowledge of State and Federal billing regulations, ICD-10-CM and CPT coding procedures, abbreviations and terms used in the coding volumes also preferred. Must have exceptional communication skills, both oral and written, with accurate data entry experience. Must have a thorough understanding of the importance of maintaining highest level of confidentiality in working with medical records and all related documents. Requires the ability to pass an extensive background check and pre-employment drug screening. **Possessing** a valid driver’s license with insurable record, highly preferred. **Closes 1/15/2021.**  
**Tribal/Indian Preference applies.**

### **MID-LEVEL PROVIDER**

**(Salary/DOE/Full-Time/Lapwai) Mid-Level Provider [HR-21-002]** FNP or PA-C license in good standing from any state. Must have unrestricted DEA license. Requires current CPR/BLS; ACLS and/or PALS encouraged. Knowledge of history, culture, and health needs of Native Americans 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, 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 the ability to be insured under the Tribe's policy. **Closes 1/15/2021. Tribal/Indian Preference applies.**

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

#### **MID-LEVEL PROVIDER**

**(Salary/DOE/Full-Time/Lapwai) Mid-Level Provider [HR-21-002]** FNP or PA-C license in good standing from any state. Must have unrestricted DEA license. Requires current CPR/BLS; ACLS and/or PALS encouraged. Knowledge of history, culture, and health needs of Native Americans 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, 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 the ability to be insured under the Tribe's policy.. **Closes 1/15/2021. Tribal/Indian Preference applies.**

#### **CERTIFIED NURSING ASSISTANT**

**(Salary/DOE/Full-Time/Lapwai) Certified Nursing Assistant [HR-20-030]** Requires a high school diploma or equivalent. Must be a Certified Nurse Assistant (CNA) in good standing or obtain CNA certification within one (1) year of date of hire. Must have knowledge to identify common disorders, diagnostic tests, assist with diagnostic examination and instruct clients on diagnostic examination preparation. Must have current BLS or obtain within three (3) months of hire. Knowledge of history, culture, and health needs of Native American communities preferred. Must be able to work independently and with direction, handle conflict and crisis in a professional manner. Must be computer literate, have excellent communication skills, both oral and written. Requires the ability to pass an extensive background check and pre-employment drug screening. Possessing a valid driver's license with an insurable record under the Tribe's policy is highly preferred. **Closes 1/15/2021. Tribal/Indian 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. **Open Until Filled. Tribal/Indian 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/Indian 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/Indian 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/Indian Preference applies.**

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

- **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/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 to apply for a position (request 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:

- ❖ **Northwest Portland Area Indian Health Board:** For more information call (503) 228-4185; Fax 503-228-8182; email [HR@npaihb.org](mailto: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](http://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](mailto: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.ihs.gov](mailto: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 32<sup>nd</sup> 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 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)
- ❖ **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 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/>