



NIMIIPUU HEALTH

April 19, 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:

COMMUNITY HEALTH TRANSPORTATION AIDE

(Salary/DOE/Full-Time/Kamiah) CH Transportation Aide [HR-21-018] 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. Requires a valid driver's license with insurable record under the Tribe's policy. **Closes 4/23/2021. 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. **Closes 4/23/2021. Tribal/Indian Preference Applies.**

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

ADMINISTRATIVE MEDICAL ASSISTANT

(Salary/DOE/Full-Time/Lapwai) Administrative Medical Assistant [HR-21-012] Administrative Medical Assistant Requires an Associate's Degree in Administrative Medical Assistant, Business Administration or closely related field with one (1) year related experience. Three (3) years of experience will substitute for one (1) year of formal education. Knowledge of medical terminology preferred. Must have exceptional and demonstrated computer skills in Microsoft Office, medical transcription and the ability type 40 wpm. Requires the ability to maintain the highest utmost confidentiality and abides by the HIPAA Privacy Act. Must have the ability to communicate with patients through clarity and empathy, and experience and understanding of positive customer service. Must be a highly organized, and self-motivated individual with the ability to handle multiple tasks and meet deadlines with complete and accurate information. 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. 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.**

QUALITY IMPROVEMENT/RISK MANAGER - REVISED

(Salary/DOE/Full-Time/Lapwai) Quality Improvement/Risk Manager [HR-20-017] Requires a Bachelor's degree in Nursing, Health Care Administration, Business Administration, Public Administration or related field. Three (3) years of experience will substitute for one (1) year of formal education. Two (2) years of experience in the healthcare field, health and human services, or related field with one (1) year of supervisory experience preferred. Concertation in Quality Improvement or Management preferred. Ability to work with staff and clients at all levels of the organization within required deadlines with attention to organization, prioritization, and attention to detail. Requires strong communication skills, including effective oral, written communication skills and be computer literate. Ability to use current hardware and software in a business and health care setting (i.e. Electronic Health Records). Must have the ability to handle conflict and crisis in a professional manner, thorough understanding of the importance of maintaining highest level of confidentiality and in compliance with the guidelines of HIPAA. Subject to 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. **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/>