



# NIMIIPUU HEALTH

**January 23, 2023 - Job Posting**

## **\*\*\* COVID-19 NOTICE TO APPLICANTS \*\*\***

- **Notice: Due to the Centers for Medicare and Medicaid Services (CMS) Interim Final Ruling, Nimiipuu Health has developed and approved a policy requiring COVID-19 vaccination of current and prospective employees. As a result, applicants will be asked if they are vaccinated against COVID-19 (which may include providing evidence as such), and if not, the means by which a possible waiver may be granted (either by Religious or Medical Exemption).**
- To prevent the progression and spread of the novel Coronavirus Disease (COVID-19), Nimiipuu Health encourages potential candidates to submit applications electronically.
- 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 jobseekers, please submit a complete application packet which is outlined on in a latter part of this job posting. Active jobseekers 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.*

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.

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

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

#### **FINANCIAL MANAGEMENT OFFICER**

**(Salary/DOE/Full-Time/Lapwai) Financial Management Officer [HR-23-002]** Requires Bachelor's Degree in Accounting; or a degree in a related field such as Business Administration, Finance, or Public Administration with four (4) years of related accounting experience. Requires one (1) year in program administration and two (2) years of supervisory experience. Three (3) years of related experience will substitute for one (1) year of formal education. Experience in governmental or healthcare accounting highly preferred. Experience in coordinating all fiscal responsibilities of an organization, preferably a health center. Experience in Sage 100 preferred. Having the ability to understand complex grant criteria and instruction highly preferred. Must have

knowledge/experience in evaluating organizational operations as they relate to policies, goals and objectives, costs, and rate levels. Requires a high degree of skill in operations of computerized accounting and database systems, acquisition process, including writing Request for Proposals (RFPs), advertising and bidding. Working knowledge of the federal-tribal relationship including government trust responsibilities is highly desirable. Must have excellent communications skills, both oral and written, ability to handle conflict and problem resolution in a professional manner. Requires the ability to pass an extensive background check and pre-employment drug and alcohol screening. Requires a valid driver's license with an insurable record under the Tribe's policy. **Closes 2/7/2023. Tribal/Indian preference applies.**

### **DENTIST**

**(Salary/DOE/Full-Time/Lapwai) Dentist [HR-23-001]** Requires a 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 from any state. Must maintain licensure. Must possess the ability to work independently, have excellent communications skills, both oral and written, and have the 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 a valid driver's license with the ability to be insured under the Tribe's policy. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. **Closes 1/30/2023. Tribal/Indian preference applies.**

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

### **FINANCIAL MANAGEMENT OFFICER**

**(Salary/DOE/Full-Time/Lapwai) Financial Management Officer [HR-23-002]** Requires Bachelor's Degree in Accounting; or a degree in a related field such as Business Administration, Finance, or Public Administration with four (4) years of related accounting experience. Requires one (1) year in program administration and two (2) years of supervisory experience. Three (3) years of related experience will substitute for one (1) year of formal education. Experience in governmental or healthcare accounting highly preferred. Experience in coordinating all fiscal responsibilities of an organization, preferably a health center. Experience in Sage 100 preferred. Having the ability to understand complex grant criteria and instruction highly preferred. Must have knowledge/experience in evaluating organizational operations as they relate to policies, goals and objectives, costs, and rate levels. Requires a high degree of skill in operations of computerized accounting and database systems, acquisition process, including writing Request for Proposals (RFPs), advertising and bidding. Working knowledge of the federal-tribal relationship including government trust responsibilities is highly desirable. Must have excellent communications skills, both oral and written, ability to handle conflict and problem resolution in a professional manner. Requires the ability to pass an extensive background check and pre-employment drug and alcohol screening. Requires a valid driver's license with an insurable record under the Tribe's policy. **Closes 2/7/2023. Tribal/Indian preference applies.**

## **DENTIST**

**(Salary/DOE/Full-Time/Lapwai) Dentist [HR-23-001]** Requires a 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 from any state. Must maintain licensure. Must possess the ability to work independently, have excellent communications skills, both oral and written, and have the 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 a valid driver's license with the ability to be insured under the Tribe's policy. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. **Closes 1/30/2023. Tribal/Indian preference applies.**

## **PANDEMIC RESPONSE MANAGER**

**(Salary/DOE/Full-Time/Lapwai) Pandemic Response Manager (HR-22-025)** Must be an R.N., with current license from any state and must be in good standing. Requires two (2) years of supervisory experience. Requires 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 case management understanding/experience. Requires one (1) year of experience in public health, home or community health experience. Must possess the ability to work independently, have excellent communications skills, both oral and written, and have the 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 valid driver's license with an insurable record under the Tribe's policy. Requires the ability to pass an extensive background check and pre-employment drug and alcohol screening. **Open until filled. Tribal/Indian preference applies.**

## **MEDICAL ASSISTANT (2-Positions) - SIGN ON BONUS!**

**(Salary/DOE/Full-Time/Lapwai) Medical Assistant (2-Positions) [HR-22-020]** Requires a High School Diploma or Equivalent. Must have current MA licensure from an accredited institution. 1-2 years' experience in medical assisting desired. Certification as a Certified Medical Assistant (CMA) preferred. Must complete Basic Life Support for Provider's every two years and maintain a current BLS 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. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. Requires a valid driver's license with insurable record under the Tribe's policy. **Open until filled. Tribal/Indian Preference Applies.**

## **BEHAVIORAL HEALTH CLINICIAN - REVISED**

**(Salary/DOE/Full-Time/Lapwai) Behavioral Health Clinician [HR-22-022]** Requires Master's Degree in Social Work or approved related field. Two (2) years of work-related experience preferred. If clinician is not yet independently licensed in the State of Idaho, NMPH may provide

supervisory hours required to become licensed. Clinician agrees to meet the State of Idaho's requirement of a supervision plan. Clinician is required to work towards Idaho licensure and secure such license within two (2) years or otherwise agreed upon time with NMPH. Must maintain licensure/certification when obtained. Must be willing to become competent in working with children, adolescents, and adults. Must have excellent communication skills, both oral and written, demonstrate ability to manage conflict and crises in a professional manner, be a team player, be computer literate. Must pass a criminal background check and pre-employment drug and alcohol screening. Must possess a valid driver's license with an insurable record under the Tribe's policy. **Open until filled.** Tribal/Indian Preference applies.

#### **COMMUNITY HEALTH PUBLIC HEALTH NURSE (RN)**

**(Salary/DOE/Full-Time/Kamiah) Community Health Public Nurse (RN) [HR-22-017]** Must be a Registered Nurse (RN) with current license, with two years of experience in acute care or ambulatory care setting, one year of public health, home or community health experience preferred. 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 as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic intervention. Must possess the ability to work independently and handle conflict and crisis in a professional manner. Must be computer literate and have excellent communications skills, both oral and written. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. Requires a valid driver's license with an insurable record under the Tribe's policy. **Open until filled.** Tribal/Indian Preference Applies.

#### **COMMUNITY HEALTH PUBLIC HEALTH NURSE (RN)**

**(Salary/DOE/Full-Time/Lapwai) Community Health Public Nurse (RN) [HR-22-014]** Must be a Registered Nurse (RN) with current license, with two years of experience in acute care or ambulatory care setting, one year of public health, home or community health experience preferred. 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 as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic intervention. Must possess the ability to work independently and handle conflict and crisis in a professional manner. Must be computer literate and have excellent communications skills, both oral and written. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. Requires a valid driver's license with an insurable record under the Tribe's policy. **Open Until Filled.** Tribal/Indian Preference Applies.

#### **TEMPORARY ENVIRONMENTAL SERVICES (EVS) TECHNICIAN**

**(Salary/DOE/Temporary (Variable hours)/Lapwai and Kamiah) EVS [HR-22-007]** 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, pre-employment drug and alcohol screening. **Open Until Filled. Tribal/Indian Preference Applies.**

### **DENTIST**

**(Salary/DOE/Full-Time/Kamiah) Dentist [HR-21-037]** Requires a 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 from any state. Must maintain licensure. Must possess the ability to work independently, have excellent communications skills, both oral and written, and have the 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 a valid driver's license with the ability to be insured under the Tribe's policy. Requires the ability to pass an extensive background check, pre-employment drug and alcohol screening. **Open Until Filled. Tribal/Indian Preference Applies.**

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**REQUIREMENTS FOR A COMPLETE APPLICATION:**

- **Original NMPH Application per position.**
- **Background questionnaire.**
- **Resume/Curriculum Vitae (C.V.).**
- **Tribal ID/CIB** must be submitted before Preference can be granted (If applicable).
- **If position requires a valid driver's license** with the ability to be insured under the Tribe's policy, *must provide a current driver's license record (DLR) and any DLR from other state(s) where have been licensed to drive in the last three (3) years issued within 90 days preceding submittal of application.*
- **Current immunization records (Hepatitis B, Measles (rubeola), and Rubella).**
- **Professional licenses** (If applicable).
- **High School Diploma or equivalent, or college education degree or transcript** (*must be submitted with application to be considered*).
- **Applications must be submitted by 4:30 P.M. on the closing date.**
- **Nimiipuu Health is a drug and alcohol-free work environment:** Pre-employment drug and alcohol 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:

Telephone - (208) 621-4950 | Fax - (208) 843-9407

Email - [hr@nimiipuu.org](mailto:hr@nimiipuu.org) | Website: <http://nimiipuuhealth.org/careers/>

## **OTHER JOB OPPORTUNITIES:**

- ❖ **Bay Mills Health Center:** 12124 W Lakeshore Drive, Brimley, MI 49715. Phone (906) 248-5527; website <https://www.baymillshealthcenter.com/>
- ❖ **Cayuse Technologies:** For further information call (541) 278-8200; website <http://www.cayusetechologies.com/>
- ❖ **Clearwater Paper:** For further information contact: Jeana Jeffries, Senior HR Business Partner (208)799-1430, email [jeana.jeffries@clearwaterpaper.com](mailto:jeana.jeffries@clearwaterpaper.com); website [www.clearwaterpaper.com](http://www.clearwaterpaper.com)
- ❖ **Columbia River Intertribal Fish Commission:** For more information, please contact: Lydia Garcia, HR Manager, (503)238-0667 [hr@critfc.org](mailto:hr@critfc.org). Website: <http://www.critfc.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/>
- ❖ **Confederated Tribe of Grand Ronde:** For further information call (800) 422-0232; website <http://www.grandronde.org/>
- ❖ **Confederated Tribes of the Umatilla Indian Reservation:** For further information call (541) 276-3165; website <http://ctuir.org/about-us/employment-opportunities>
- ❖ **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)
- ❖ **Marimn Health:** For more information call (208) 686-1931 ext. 306; fax (208) 686-1146; [hr@bmc.portland.ihs.gov](mailto:hr@bmc.portland.ihs.gov); website: <http://bmcwc.com/>
- ❖ **Nightforce Optics:** 336 Hazen Lane, Orofino, ID 83544. Phone (208) 476-9814; website <https://nightforceoptics.applicantpro.com/jobs/>
- ❖ **Northwest Portland Area Indian Health Board:** For further information call (503) 228-4185; Fax 503-228-8182; email [HR@npaihb.org](mailto:HR@npaihb.org) ; website <http://www.npaihb.org/>
- ❖ **Puyallup Tribal Health Authority:** 2209 East 32<sup>nd</sup> Street, Bldg #4, Tacoma, WA 98404, for further information call (253) 893-0232 ext. 516; fax (253) 593-5479; website <http://www.eptha.com/>
- ❖ **United States Department of Health and Human Services: Indian Health Services:** Website <https://www.usajobs.gov/>
- ❖ **Wildhorse Resort & Casino:** For further information visit website <http://www.wildhorseresort.com/footer/current-positions.html>
- ❖ **Yakama Nation:** For further information contact (509) 865-5121; website [www.yakamanation-nsn.gov](http://www.yakamanation-nsn.gov)
- ❖ **Yellowhawk Tribal Health Center:** For more information call (541) 240-8713; [HRRecruiter@Yellowhawk.org](mailto:HRRecruiter@Yellowhawk.org); website <http://www.yellowhawk.org/>