



NIMIIPUU HEALTH

June 24, 2024 - Job Posting

PAYSCALE DISCLAIMER

Nimiipuu Health utilizes PayScale to help determine pay for positions. PayScale provides market data for localities similar to Lewiston, ID. An individual's years of relevant experience is then compared to what others are paying individuals to perform that position with different years of experience in that field.

PayScale conducts salary surveys to collect a wide range of pay and job profile information. This information is used by Nimiipuu Health to receive a fair market valuation report to compare with what others are paying for positions in organizations (similar to Nimiipuu Health). Nimiipuu Health does not therefore have a set pay grade and step system that many of the other entities of the Nez Perce Tribe utilize. Any inquiry with regards to salary is then given in a range from minimum experience and would be different given the years of relevant experience to any given position.

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.**

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

PURCHASED REFERRED CARE DATA ENTRY TECHNICIAN

(Salary/DOE/Full-Time/Lapwai) PRC Data Entry Technician [HR-24-012] Requires a high school diploma or equivalent. Requires one (1) year of customer service and one (1) year basic office procedure experience, preferably in a healthcare environment. Knowledge of medical terminology and insurance resources is preferred. Must have 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 confidentiality. Must have excellent communications skills, both oral and written, be computer literate with accurate data entry and Microsoft Office experience. Knowledge of history, culture, and health needs of Native American communities preferred. Requires the ability to pass an extensive background check and pre-employment drug

and alcohol screening. Possessing a valid driver's license with an insurable record under the Tribe's policy is highly preferred. **Closes 7/9/2024. Tribal/Indian Preference Applies.**

PEER RECOVERY COACH - EXTENDED

(Salary/DOE/Full-Time/Lapwai) Peer Recovery Coach [HR-24-010] Requires a high school diploma or equivalent. An Associate's degree in Chemical Dependency, Addictions, Native American Studies, Human Service, or Social Work preferred. Must have the ability to obtain certification through the State of Idaho Recovery Coach program. Must be in alcohol/drug recovery for a minimum of one (1) year continuous. Adhere to the State of Idaho Recovery Coach Services and Social Work Code of Ethics. Knowledge of or willingness to learn the culture, customs, history and health concerns of the Nez Perce Tribal community. One (1) year professional experience in Substance Use Disorder-Addictions; or similar capacity that would demonstrate necessary knowledge, skills and abilities preferred. Must have excellent computer skills and must be proficient in Microsoft Office software. Must be personable and have excellent communication, both oral and written, and be able to handle conflict in a positive and calm manner. Must maintain a supportive and professional working relationships with staff, the public, service groups and facility users. Must be highly organized, able to set clinical priorities, and practice safe ethical boundaries. Requires a valid driver's license with insurable record under the Tribe's policy. Must pass an extensive background check and pre-employment drug and alcohol screening. Tribal/Indian. **Closes 6/28/2024. Tribal/Indian Preference Applies.**

BILLING TECHNICIAN I - EXTENDED

(Salary/DOE/Full-Time/Lapwai) Billing Technician I [HR-24-011] 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, pre-employment drug and alcohol screening. Possessing a valid driver's license with insurable record, highly preferred. **Closes 6/28/2024. Tribal/Indian Preference Applies.**

OPTOMETRY TECHNICIAN/OPTICIAN - EXTENDED

(Salary/DOE/Full-Time/Lapwai) Optometry Technician/Optician [HR-24-012] Requires High School Diploma or Equivalent with at least two (2) years of previous experience in customer service. Prefer 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 Opticianry/American Optometric Association Paraoptometric certification preferred. Previous cash handling preferred. Required to take cash handling training within 90 days of hire. Knowledge of history, culture, and health needs of Native American communities preferred. Requires sufficient hand dexterity, strong organization skills, attention to detail and excellent ability to multitask. 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. Requires a valid driver's license with an

insurable record under the Tribe's policy. Must pass an extensive background check, pre-employment drug and alcohol screening. **Closes 6/28/2024. Tribal/Indian Preference Applies.**

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

DENTAL HYGIENIST

(Salary/DOE/Full-Time/Lapwai) Dental Hygienist [HR-24-009] Must be currently licensed to practice dental hygiene. Must maintain licensures. The Commission of Dental Accreditation or American Dental Association must have accredited the academic curriculum in dental hygiene. Must have successfully completed an educational program that meets or exceeds the standards in that regulation and is accredited by an organization recognized by the Department of Education, and be certified as a radiographer in the field. One (1) year of experience preferred. Must be licensed to administer local anesthetic. Must have excellent communication 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.**

BEHAVIORAL HEALTH CLINICIAN

(Salary/DOE/Full-Time/Lapwai) BH Clinician [HR-24-003] Requires Master's or Doctoral degree in Social Sciences or other Human Services discipline. 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 supervisory plan and or meet qualifications to be a Psychology Service Extender or Registered Intern. Clinician is required to work towards Idaho licensure and secure such license within two years or otherwise agreed upon time with NMPH. 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 possess a valid driver's license with an insurable record under the Tribe's policy. Must pass a criminal background check, pre-employment drug and alcohol screening. Must maintain licensure/certification when obtained. **Open until filled. Tribal/Indian Preference Applies.**

PHYSICIAN - SIGN ON BONUS!

(Salary/DOE/Full-Time/Lapwai) Physician [HR-23-012] D.O. or M.D. license in good standing from any state. Requires Family Practice or Internal Medicine board certification, or board eligibility. Must have unrestricted 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, and be computer literate. 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. **Open until filled. Tribal/Indian Preference Applies.**

MEDICAL ASSISTANT - SIGN ON BONUS!

(Salary/DOE/Full-Time/Lapwai) Medical Assistant [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.**

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. **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.**

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-

Mail to:
Nimiipuu Health
Attn: 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

Website: <http://nimiipuuhealth.org/careers/>

OTHER JOB OPPORTUNITIES:

- ❖ **Nez Perce Tribal Housing Authority:** For more information call (208) 843-2229; email lauriec@nezperce.org or nptha@nezperce.org
- ❖ **Lapwai School District:** For further information contact Connie Desjarlais at (208) 843-2622 extension 3; website <http://www.lapwai.org/>
- ❖ **AVISTA:** For more information go to www.myavista.com/about-us/working-at-avista
- ❖ **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; website www.clearwaterpaper.com
- ❖ **Columbia River Intertribal Fish Commission:** For more information, please contact: Lydia Garcia, HR Manager, (503)238-0667 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 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
- ❖ **Marimn Health:** For more information call (208) 686-1931 ext. 306; fax (208) 686-1146; hr@bmc.portland.ihs.gov; website: <https://www.marimnhealth.org/>
- ❖ **Nez Perce County:** For further information contact (208) 799-3090 or email charlahall@co.nezperce.id.us; website www.co.nezperce.id.us
- ❖ **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 ; website <http://www.npaihb.org/>
- ❖ **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/>

- ❖ **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
- ❖ **Yellowhawk Tribal Health Center:** For more information call (541) 240-8713; HRRecruiter@Yellowhawk.org; website <http://www.yellowhawk.org/>
- ❖ **AFLAC:** For more information call (208) 791-0393 or email kelsey_fox@us.aflac.com