



# NIMIIPUU HEALTH

## November 4, 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:

#### **CUSTODIAN - EXTENDED**

(Salary/DOE/Full-Time/Lapwai) Custodian [HR-24-018] Requires a high school diploma or equivalent with basic computer skills. Knowledge of or experience in proper disinfecting procedures. Mechanically inclined, with knowledge of operating lawn mowing, and small power tools. Operation of housekeeping equipment and lawn/garden planting and pruning experience preferred. Must possess the ability to work independently with limited supervision, have excellent communication skills, both oral and written, 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 insurable record under the Tribe's policy. **Closes 11/18/2024. Tribal/Indian Preference applies.**

### **CLINICAL REGISTERED NURSE (RN)**

**(Salary/DOE/Full-Time/Lapwai) Clinical RN [HR-24-019]** Must be an R.N., with current license from any state and must be in good standing. Prefer 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 care management understanding/experience. Must have professional knowledge of and ability to apply nursing care principles, practices, and procedures. Required to assess needs of a wide variety of medical, surgical, geriatric, obstetrics, gynecology, and pediatric patients as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic intervention. Must be able to work independently, handle conflict and crisis in a professional manner. Must be computer literate. Must have excellent communication skills, both oral and written. Requires ability to pass an extensive background check and pre-employment drug and alcohol screening. Requires valid driver's license with an insurable record under the Tribe's policy. Tribal/Indian preference applies. **Closes 11/18/2024. Tribal/Indian Preference applies.**

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

### **PHLEBOTOMIST/LABORATORY TECHNICIAN**

**(Salary/DOE/Full-Time/Lapwai) Phlebotomist/Laboratory Technician [HR-24-017]** Requires high school diploma or equivalent. Must be a certified phlebotomist, graduated from an accredited phlebotomy program. Prefer six (6) months of general lab experience in an ambulatory care setting. Must possess the ability to work independently, have excellent communication skills, both oral and written, and be computer literate. Knowledge of history, culture and health need of Native American communities preferred. Must have the ability to handle conflict and crisis 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 the ability to be insured under the Tribe's policy. **Open until filled. Tribal/Indian Preference applies.**

**AMENDED:** The Nez Perce Tribe Department of Finance is recruiting for: **SELF-FUNDED INSURANCE ADMINISTRATOR [HR-24-182] (Full-time/Lapwai)**. This position is stationed at Nimiipuu Health and is under the direct supervision of the Finance Manager of the Nez Perce Tribe. Responsible for coordinating with the third-party administrator (TPA) to manage the Nez Perce Tribe's self-funded health insurance plan. Ensures efficient plan administration, financial oversight, compliance with regulations, and effective communication with stakeholders. Required to work closely with an advisory board consisting of representative from each of the entities within the Nez Perce Tribe. Will be required to maintain compliance with all Nimiipuu Health Employee Health policies, certifications, and requirements. Requires bachelor's degree in finance, Accounting, Business Administration, Business Finance, or a related field. Three (3) years experience will substitute for one (1) year formal college education. Please include college transcripts and resume with your application. Requires five (5) years of experience in benefits administration. Must have the ability to interface with all levels of an organization and outside vendors. Excellent computer skills, Excel, and demonstrated skills in database management and record keeping. Must have a positive work history. Evidence of the practice of a high level of confidentiality. Requires the ability to pass an extensive background check as a requirement to maintain employment. Class/job description available at the NPT Human Resources Department.

The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. 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 you have been licensed to drive in the last three years. **Closes 11/8//2024.** (Grade 17)

### **PEER RECOVERY COACH**

**(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. **Open until filled.** Tribal/Indian Preference Applies.

### **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.

### **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.**

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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-**

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](mailto:hr@nimiipuu.org)**

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

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## OTHER JOB OPPORTUNITIES:

- ❖ **Nez Perce Tribal Housing Authority:** For more information call (208) 843-2229; email [lauriec@nezperce.org](mailto:lauriec@nezperce.org) or [nptha@nezperce.org](mailto:nptha@nezperce.org)

**REQUEST FOR PROPOSALS**

Nez Perce Tribal Housing Authority



**Construction Oversight  
Manager/Consultant**

The Nez Perce Tribal Housing Authority (NPTHA) is accepting proposals for a qualified Construction Oversight Manager/Consultant to assist with the completion of a housing development project on the Nez Perce Indian Reservation. The selected candidate will assist project personnel in the construction of five (5) quadplex apartment buildings in Lapwai, Idaho.

Detailed information regarding the scope of work, proposal requirements, and miscellaneous project information is outlined in the official RFP packet. Candidates may access the RFP packet on the organization's website: <https://nezperce.org/government/housing/> or by contacting the Nez Perce Tribal Housing Authority office via email: [nptha@nezperce.org](mailto:nptha@nezperce.org) or by phone: (208)843-2229.

**Proposal Due Date:** Monday, November 18, 2024  
(4:00 p.m., PST)  
Proposals received after the date and time shall be rejected as non-responsive.

**Submit to:** "Construction Oversight Manager Proposal"  
c/o: Anna Lawrence, Interim Executive Director  
Nez Perce Tribal Housing Authority  
PO Box 188  
Lapwai, ID 83540

- ❖ **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](http://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](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)
- ❖ **Marinn 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: <https://www.marinnhealth.org/>
- ❖ **Nez Perce County:** For further information contact (208) 799-3090 or email [charlahall@co.nezperce.id.us](mailto:charlahall@co.nezperce.id.us); website [www.co.nezperce.id.us](http://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](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/>
- ❖ **AFLAC:** For more information call (208) 791-0393 or email [kelsey\\_fox@us.aflac.com](mailto:kelsey_fox@us.aflac.com)
- ❖ **Lewis-Clark State College:** For more information call 208-792-2928 or email [vhopwood@lsc.edu](mailto:vhopwood@lsc.edu) Verónica Hopwood, Ph.D. (she), Director of Educational Opportunity Grant Programs