



# NIMIIPUU HEALTH

Job Posting: September 16, 2019

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.

## 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:**

### **DENTAL RECEPTIONIST - REVISED**

**(Salary/DOE/Full-Time/Lapwai) Dental Receptionist [HR-19-012]** Requires a high school diploma or equivalent and one year of customer service experience. Requires at least one year of experience in serving in an administrative capacity within the Dental or Medical field. Must have excellent communication skills, both oral and written, and be computer literate with the ability to operate computer programs, such as Microsoft Office, electronic health records systems or other database application software. Experience using an electronic health records system is highly desirable. Must have efficient keyboarding and computer skills and knowledge of Nimiipuu Health services. Possessing a valid driver’s license with an insurable record is highly preferred. Must have the ability to pass an extensive background check and pre-employment drug screening. **Closes: 9/27/2019.**  
**Tribal Preference applies.**

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

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

**(Salary/DOE/Full-Time/Kamiah) Community Health Public Nurse (RN) [HR-19-013]** Requires a four (4) year Bachelor’s degree in Nursing, with two (2) years of experience in acute care or ambulatory care setting and one (1) year of public health, home or community health experience preferred. Requires current CPR/BLS. 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, handle conflict and crisis in a professional manner. Must be computer literate, have excellent communication skills, both oral and written. Will be required to pass extensive background check and possess a valid driver’s license with insurable record under the Tribe’s policy. **Open Until Filled.** Tribal Preference applies.

## **APPLICATION REQUIREMENTS:**

- **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 application**
- **Applications must be submitted by 5:00 p.m. on the closing date**
- **Nimiipuu Health is a drug free work environment:** Pre-employment drug testing is required upon hire

### **-TRIBAL 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

---

## OTHER JOB OPPORTUNITIES:

- ❖ **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 Janyce Quaempts at YTHC (541) 278-7549, [janycequaempts@yellowhawk.org](mailto:janycequaempts@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/> .
- ❖ <http://nightforceoptics.applicantpro.com/jobs/>
- ❖ **Bay Mills Health Center:** 12124 W., Lakeshore Drive, MI 49715. Phone (906) 248-8526 Website: <https://www.baymillshealthcenter.com/>