



PUYALLUP TRIBAL HEALTH AUTHORITY EMPLOYMENT OPPORTUNITIES

July 28, 2010

BILLING/PATIENT ACCOUNTS

Position: BILLING ASSISTANT II

Closes: Open Until Filled

High School Diploma or GED. Three years recent experience (within last 4 years), in a medical billing department.

COMMUNITY HEALTH

Position: TOBACCO CESSATION SPECIALIST

Closes: August 3, 2010

Prior tobacco cessation, patient health education and direct patient care experience required. Must have certification in Tobacco Cessation or have ability to obtain certification within one (1) year of hire. Must be tobacco free for at least nine (9) months and must remain tobacco free for duration of employment. Current CPR/BLS required. Must also meet one of the following education/experience requirements:

- 1) Current WA State Registered Nurse (RN) license with five years experience; **or**
- 2) Current WA State Licensed Practical Nurse (LPN) license with seven years experience.

HEALTH RECORDS

Position: HEALTH RECORDS CLERK

Closes: August 4, 2010

High school diploma or GED. Must have one year experience, within the last two years, working with medical records in a medical records department or physician's office.

Position: HEALTH RECORDS CLERK-Emergency Hire/Temporary

Closes: Open Until Filled

High school diploma or GED. Must have three (3) months experience, within the last two years, working with medical records in a medical records department or physician's office.

KWAWACHEE COUNSELING CENTER

Position: COUNSELOR III GENERALIST

Closes: August, 5, 2010

Masters Degree in Human Services related field plus three (3) years experience in the behavioral health field. Current Washington State license as a Mental Health Counselor, Social Worker, or Marriage & Family Therapist required. Current CPR/BLS certification.

MEDICAL LAB

Position: MEDICAL LAB TECHNICIAN

Closes: August 3, 2010

Must have high school diploma or GED. Graduate of a certified Medical Lab Technician (MLT) program required and must be able to perform moderate to high complexity testing. Must have MLT certification or obtain certification within one year of hire. Minimum of one year medical lab experience required. Current CPR/BLS certification required and must obtain Health Care Assistant (HCA) license upon hire. *Note: completion of phlebotomy course does not qualify for meeting minimum requirements.*



PUYALLUP TRIBAL HEALTH AUTHORITY EMPLOYMENT OPPORTUNITIES

For the Week of July 26, 2010 – July 30, 2010

MEDICAL

Position: PHYSICIAN

Closes: Open Until Filled

Doctorate of Medicine or Osteopathy from an accredited institution. Board certified (or eligible to sit for exam) in family practice or appropriate field. Licensed to practice medicine in the State of Washington. Current certification in ACLS.

HOW TO APPLY

A Puyallup Tribal Health Authority employment application must be completed for each position applied for by 5:00 p.m. on the closing date. ***PTHA has Indian preference hiring according to the law.***

Continuous recruitments for which a closing date is not listed may close at anytime. Positions may be added or deleted at any time. All listed positions require applicants to acknowledge and sign a background check. For application forms and information on job openings, please contact:

Puyallup Tribal Health Authority
Human Resources Department
2209 East 32nd Street
Tacoma, WA 98404

Phone: (253) 593-0232, Ext. 516
Fax: (253) 593-3479
Job-line: (253) 593-0101
Email: HR@eptha.com
Website: www.eptha.com

Due to the large number of applications that may be received, not everyone who applies for a vacant position will be interviewed. Those applicants who have been interviewed will receive notification when the position is filled or closed. PTHA is a tax exempt, non-profit organization.