



Confederated Tribes of the Chehalis Reservation

420 Howanut Road, PO Box 536, Oakville, Washington 98568
Phone: 360-273-5911 Fax: 360-273-3861 Email: jobs@chehalistribe.org

JOB OPENINGS BEGINNING: February 2, 2012

Closing Date: February 10th, 2012 (unless noted otherwise)

***APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT
WILL NOT BE CONSIDERED***

Applications and job information are available by contacting Human Resources at the address and numbers above.

Any offer of employment is conditional based on the candidate successfully passing a drug test and criminal/background check. Any felony conviction, written or oral false /untrue statement, or material omission in the recruitment and selection process will disqualify an applicant from consideration. Continued employment is dependent on maintaining a clean drug test and criminal record.

Wellness Center Director: Direct the overall operations of the Chehalis Tribal Wellness Center to meet public health and Indian health service standards. Develop, plan, organize and evaluate the delivery of healthcare services for the Chehalis Tribe and community. **Education/Experience:** Masters degree in related field and five years directly related experience required. Prefer experience with American Indian/ Alaska Native communities.

Nurse Practitioner: Under the supervision of a licensed physician, performs physical examinations, treatment (including referral), patient counseling, medication prescription, data collection and documentation, diagnostic and therapeutic procedures, and direct patient care services to patients of the Wellness Center. Works to promote good health and prevent illness through establishing and maintaining good communication and positive relationships within the community.

Education/Experience: Registration as Physician's Assistant or Nurse Practitioner in Washington State. Certification as Physician's Assistant by the National Commission on Certification of Physician Assistants (NCCPA) or as a Nurse Practitioner by the American Academy of Nurse Practitioners (AANP). Must have 2-5 years clinical experience working in a family practice setting. Prefer experience working in a tribal community.

Clinical Lab Technician: Primary responsibility is to run the medical lab at the Chehalis Tribal Wellness Center. The CLT will also have responsibility of the RPMS lab package. Secondary responsibility is cleaning and sterilization of medical tools. Third focus of responsibility, after training, will be to take x-rays studies at the CTWC and forward them to the radiologist. Education: High School Graduate or GED Experience: Minimum 3 years experience working as a lab technician. Experience working with lab equipment and lab software required. Experience working with RPMS preferred. Under immediate supervision, performs routine collection and maintenance work in the solid waste management, transfer/recycling station.

Billing and Coding Clerk: Maximize third party billing revenues at the Chehalis Tribal Clinic by assessing all available resources for the payment of medical care provided (Medicare, Medicaid, HMO's, Insurance, L&I. etc.). Ensure accurate revenue production records are maintained by daily entry of billing, payments and write-off's. **Education/Experience:** High school diploma or G.E.D. with 3 years of recent experience with third party medical billing using current billing standards.

Tribal Employment Preference



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Confederated Tribes of the Chehalis Reservation apply a Chehalis Tribal Member and Native American preference policy to all employment opportunities as provided by Public Law 88-352, Section 703, Title VII, Civil Rights Act of 1964.