



## 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](mailto: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.**

**IT Help Desk Technician:** Provides comprehensive information technology support services to internal end users via phone and in person. Functions as part of the technology department team to assist in developing and maintaining the organization's networks, databases, and data systems. Acts as the first point of contact for the operation and maintenance of personal computers, networks, printers, phones, and application software. **Education/Experience:** Associates degree or certification in a related field with two years directly related experience preferred. High School diploma or GED with four years directly related experience required. Prefer experience with American Indian/ Alaska Native communities.

**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:** Graduate of an accredited NP or PA program. Requires a registration/license to practice in the State of Washington and current ACLS, and PALs . Minimum of 2-5 years clinical experience working in a family practice setting. Tribal Community Health experience preferred.

**Clinic 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 Experience:** High School Graduate or GED Minimum 3 years experience working as a lab technician. Experience working with lab equipment and lab software required. Experience working with RPMS preferred.

**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, HMOs, 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 GED. Certificate in billing or coding preferred. A minimum of 3 years of recent experience with third party medical billing using current billing standards.



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**Early Head Start Teacher:** Provides a developmentally appropriate classroom environment that will provide for social, emotional, physical and intellectual needs. Also assists in guiding parents toward interaction and care of children in the program. **Education/Experience:** Minimum of an Associate's degree in Early Childhood Education or CDA Credential. Two years experience serving child populations in the areas of child development, early childhood education, principals of child health, safety and nutrition, adult learning principals, and family dynamics.

**Head Start Cooks Assistant:** Assists the Head Cook in planning, preparing, and serving meals for the childcare program. Assists with clean-up, purchasing and other related duties. **Education/Experience:** High School Diploma or GED with basic knowledge of nutrition, food preparation, and sanitation. Possess a current food handler's permit.

**Sanitation Technician:** Part-time - Under immediate supervision, performs routine collection and maintenance work in the solid waste management, transfer/recycling station. **Education/Experience:** High school diploma or GED. Recycling experience, preferred. Requires a valid WA State Driver's License

**Also taking applications for all on-call positions: Front desk Receptionist, Elder and Head Start Cook, Head Start and Childcare Aides, and Events Helpers. Must turn in application, pass background check, and drug test.**

### **Tribal Employment Preference**

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.