



Confederated Tribes of the Chehalis Reservation
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JOB OPENINGS FOR THE WEEK ENDING: July 28, 2017

Nurse Practitioner:

The Confederated Tribes of the Chehalis Reservation seeks a Nurse Practitioner to join their Health Team. Provider will perform physical examinations, treatments (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 and Experience: Licensed as Nurse Practitioner in Washington State or if from another State, able to obtain Washington license within 6 months of employment. Must have 2-5 (two to five) years' clinical experience working in a family practice setting. Prefer experience working in a tribal community. Must be able to use electronic health records. This is a full time position Monday thru Friday 8:30am-4:30pm.

Controller:

Assists the CFO by directing efficient and effective operation of the Finance Department. Ensures organizational finance policies and procedures are updated and followed. Monitors governmental expenses and budget compliance to evaluate opportunities for savings or to identify areas of concern. Education and Experience: Master's degree in related field with 3 years direct experience/Bachelor's in Accounting with 5 years direct experience.

Dental Administrative Assistant (TRIBAL) (6 month TEMP):

Candidate will work with dental staff to complete daily tasks such as answering phones, scheduling appointments, greeting patients, invoicing for outside services etc. Education and Experience: HS Diploma/GED, successful completion of bloodborne pathogens training. Must like working in fast paced environment, be pleasant in demeanor, ability to utilize computer programs, confidentiality is a must. This is a temporary 6 month position with preference to Chehalis Tribal Members.

Community Health Nurse Part Time:

Candidate must be experienced, highly skilled and creative Community Health Nurse with management, organizational and interpersonal skills. CHN will strive to help improve the health and well-being of the tribal community with a focus towards preventative illness/injuries to elders and home-bound patients. Home visits shall be the main focus. Education and Experience: HS Diploma/GED, RN degree with valid WA State Licensure.

On Call Positions: Head Start Teacher Aides, Childcare Aides, Bus Drivers, Cooks, Receptionist:

The Head Start program is always accepting applications for On Call/Substitute aides. This entails a variety of duties to include working in the classroom with the teachers, cleaning classrooms, helping the Head Start cooks. There is no set schedule and will be based on need. Basic knowledge of food preparation and sanitation regulations are required for those substituting in the Kitchen. Must be able to lift on a regular basis 50lbs. and on occasions maneuver objects weighing up to 100lbs. Bus Drivers needs valid WA CDL. Receptionists must be able to answer multi line phone system.

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

Confederated Tribes of the Chehalis Reservation is an Alcohol and Drug Free Employer, we follow Federal Guidelines.