

Board Member

Summary

Overview:	The Sacred Circle Healthcare (SCHC) Board of Directors (BOD) bears the responsibility for high-level and general healthcare program management at all Confederated Tribe of the Goshute Reservation (CTGR) Tribal Health Facilities. The Board of Directors and the Executive Officer are charged with fulfilling the responsibilities in the Long-Term Development Plan and the Annual Plan of Operations as established under CTGR tribal law. (See 2021 CTGR Amended Healthcare Ordinance – 21-ORD-0002) (CTGR Healthcare Ordinance).
Reports to:	The CTGR Business Council
Worker Status:	Contract (1099)
Pay:	Stipened

The successful candidate:

Major Responsibilities/Tasks:

- Serve as a resource for the SCHC Executive Officer to oversee operations of Tribal Health Facilities.
- Help facilitate the successful operations of the Long-Term Development Plan and Annual Plan of Operations as detailed in the CTGR Healthcare Ordinance.
- Engage in strategic planning, in compliance with the CTGR Healthcare Ordinance, which would include regularly updating CTGR healthcare missions, goals, and plans.
- Participate in compliance, quality, and other necessary training and assure that Sacred Circle Healthcare operates in compliance with applicable laws and regulations.
- Conduct the annual performance evaluation of the Executive Director.
- Review and approve policies for all CTGR Tribal Healthcare Facilities.

To apply for a Board Member position, please submit the following items by no later than August 28, 2026, at 4:00 PM (MDT):

1. Cover Letter
2. Resume
3. Three (3) character references

Please send all your documents to the Business Council secretary, Phyllis Naranjo at: Phyllis.naranjo@ctgr.us.

Community Health Worker – Ibapah, UT

As a health division of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time Community Health Worker for Ibapah, Utah.

Job Summary

General Summary of Duties: The primary job responsibility is to plan and organize health/wellness events to the CTGR population 2-4x a month with a focus on the elder and the youth population residing along the Wasatch Front; Coordinate some events with tribal workers. Will work under the direction of the SCHC Assistant Ex. Director. The CTGR Community Wellness Specialist will ensure health and wellness education presentations and wellness activities are provided to the CTGR members. The position will require a great number of hours of interaction with the public. It will be the Community Wellness Specialist responsibility to provide written activity reports to the Asst. Ex. Director, administer/collect/record satisfaction surveys/feedback from the community members. Traveling will be required for this job.	
Reports To:	Care Coordinator Manager
Department:	Care Coordination
Business Unit:	Sacred Circle Operations
Patient Care:	No
Worker Status:	Full-Time, Hourly
Benefits Eligible:	Yes
Hours Per Week:	40

Work Schedule:	To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required depending on position requirements.
Schedule Type:	8-Hour shifts
Job Family:	TBD
Location:	Ibapah Clinic
Supervisory Responsibilities:	None

Major Responsibilities/Tasks:

- Developing and implementing wellness events for CTGR members (2-4x a month)
- Work in collaboration with the CTGR Goshute Clinic staff, CTGR Social Services, CTGR Education, and the SCHC providers.
- Work in collaboration with the SCHC marketing team and SCHC staff
- Conduct satisfaction Surveys and culminate a report from data monthly.
- Prepare written reports after each event is held and submit them to Strategy Officer.
- Maintain scheduling of events.
- Assist with requesting patient healthcare supplies.
- Assist with Medicaid applications and follow-up on applications.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements:

EDUCATION:	Associates degree or an equivalent combination of education, training and experience.
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Preferred Requirements:

Other:	Experience working with the Native American community.
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	Experience working in a healthcare setting.
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KNOWLEDGE, SKILLS, & ABILITIES:

- Public speaking ability.
- Verbal and written communication skills.
- Time management skills.
- Organization skills.
- Problem-solving skills.

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference
to qualified American Indian/Alaskan Native Applicants

Dental Assistant PRN – SLC

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Sacred Circle Healthcare is seeking a PRN Dental Assistant.

Job Summary

General Summary of Duties: Responsible for providing professional dental care for clinic patients under supervision of the DMD or DDS. Assists Dentist(s) and staff in coordinating patient care. Functions as primary liaison between patients, staff and Dentist(s).	
Reports To:	Integrated Services Manager
Department:	Dentistry
Business Unit:	Sacred Circle Medical - Ancillary Services
Patient Care:	Yes
Worker Status:	PRN, Hourly
Benefits Eligible:	No
Hours Per Week:	As Needed

- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements:

EDUCATION:	High school diploma or GED equivalent.
EXPERIENCE:	Two (2) years of DA experience or one (1) year of experience if DA Certified from a training program that included externship hours.

Preferred Requirements:

EDUCATION:	Graduation from a recognized training facility for dental assistants.
CERTIFICATION/ LICENSE:	CPR Certification.
Other:	Experience working with the Native American community.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of dental practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.

Dentist PRN – SLC, West Valley

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Sacred Circle Healthcare is seeking a PRN Dentist.

Job Summary

General Summary of Duties: Responsible for providing and managing oral health care for a specified patient population.	
Reports To:	Dental Director
Department:	Dentistry
Business Unit:	Sacred Circle Allied Health
Patient Care:	Yes
Worker Status:	PRN, Hourly
Benefits Eligible:	No
Hours Per Week:	As Needed
Work Schedule:	As Needed
Schedule Type:	TBD
Location:	Salt Lake, West Valley
Supervisory Responsibilities:	None

Major Responsibilities/Tasks:

- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patient in correct usage.
- Knowledge of related accreditation and certification requirements.
- Knowledge of organizational policies, procedures, systems and objectives.
- Ability to use computer systems and applications.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to plan and organize.
- Ability to evaluate the effectiveness of existing methods and procedures.
- Ability to operate office equipment.
- Ability to communicate effectively with patients, clinical and administrative staff, and the public.
- Ability to interpret, adapt and apply guidelines and policies and procedures.
- Ability to react calmly and effectively in emergency situations.
- Ability to work independently and in a team environment.

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Family Nurse Practitioner/Physician Assistant – Wendover

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Job Summary

Overview:	• Responsible for providing care to patients in the clinic following established clinical standards and practices. Works autonomously as well as collaboratively with the entire clinic team to ensure the delivery of high quality and efficient health care.
Reports to:	• Medical Director
Department:	• Primary Care
Business Unit:	• Primary Care
Patient Care:	• Yes
Worker Status:	• PRN,Hourly
Hours Per Week:	• TBD
Location:	• Wendover, Utah
Supervisor Responsibilities:	• No
Work Schedule:	• To Be Determined with the availability of 8:00 am – 8:00 pm Monday through Friday. Typically, a 12-hour shift.

- Promotes patient satisfaction in all clinical settings.
- Renews all required licenses and completes required educational courses timely.
- Attends required meetings and participates in committees as requested.
- Maintains patient confidentiality.
- Maintains professional level of conduct regarding attitude and communication with staff and patients.
- Understands and adheres to prescribing and scope of practice regulations as required by state.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements:

EDUCATION:	• Graduation from an accredited school of nursing; and successful completion of an accredited Nurse Practitioner program.
EXPERIENCE:	• At least 1 year of experience in a clinical setting as a Nurse Practitioner and/or at least 2 years of previous work as an RN prior to nurse practitioner school.
CERTIFICATION/ LICENSE:	• Possession of a valid DEA number. • Possession of a State Registered Nurse License with the ability to prescribe controlled substances is required (APRN, APRN-CS). • Possession of an active National Certification from an accrediting board. (IE: American Academy of Nurse Practitioners – AANP, American Nurses Credentialing Center Commission on Certification – ANCC, Pediatric Nurse Certification Board – PNCB, etc.) • BLS Provider/CPR.

- Ability to operate office equipment.
- Ability to communicate effectively with patients, clinical and administrative staff, and the public.
- Ability to interpret, adapt, and apply guidelines and policies and procedures.
- Ability to react calmly and effectively in emergency situations.
- Ability to work independently and in a team environment.
- Ability to communicate with an interpreter.

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Grants Implementation Coordinator – SLC

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Sacred Circle Healthcare is seeking a full-time Grants Implementation Coordinator

Job Summary

The Grant Implementation Coordinator (GIC) plays a critical role in assisting Sacred Circle Healthcare (SCHC) in achieving its grants related to community health goals. The GIC with the oversight of the Grants Manager for the GIC implements the execution of SCHC grant initiatives. This position requires a candidate that has experience in grant activities and ensures grants remain on schedule; deliverables and reporting requirements are met, and program outcomes are properly documented. The GIC also plans and manages grant organizational events, outreach activities, and grants related community engagement efforts that align with the organization's mission and strategic priorities. SCHC is an incredibly unique organization owned by the Confederated Tribes of the Goshute Reservation.	
Reports To:	Grants Manager
Department:	Grants
Business Unit:	Sacred Circle Strategy
Patient Care:	No
Worker Status:	Full-time
Benefits Eligible:	Yes
Hours Per Week:	40
Work Schedule:	To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be

17. Performs additional duties and responsibilities assigned to support departmental and organizational goals.

Minimum Requirements:

EDUCATION:	Bachelor's degree in Public Health, Healthcare Administration, Social Work, Community Health, Communications, Nonprofit Management, Business Administration, or a related field required; equivalent combination of education and relevant experience may be considered.
EXPERIENCE:	Minimum SCHC experience 2+ years of experience in grant administration coordination, community outreach, event planning, healthcare, public health, tribal health, nonprofit services, or related fields. Experience coordinating projects, tracking timelines, managing multiple priorities, and meeting deadlines.
Other:	Valid driver's license, reliable transportation, and the ability to travel between SCHC locations and community events as required. Ability to work evenings and weekends to support outreach activities, educational sessions, and community events. Ability to lift and transport event materials and supplies (up to 25 pounds) as needed.

Preferred Requirements:

EXPERIENCE:	Experience collecting program data, maintaining accurate records, and assisting with reports and compliance requirements preferred. Experience working with American Indian/Alaskan Native communities, Tribal Organizations, or culturally diverse populations preferred.
Other:	Experience working in a healthcare setting.

Medical Assistant – SLC

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Job Summary

General Summary of Duties: Responsible for providing professional nursing care for clinic patients under supervision of the Physician or Advanced Practice Practitioner (APP). Assists Physician or APP and staff in coordinating patient care. Functions as primary liaison between patients, staff and Physician or APP.	
Reports To:	Medical Support Staff Manager
Department:	Medical Support Staff Services
Business Unit:	Sacred Circle Medical - Ancillary Services
Patient Care:	Yes
Worker Status:	Full-Time, Hourly
Benefits Eligible:	Yes
Hours Per Week:	40
Work Schedule:	To Be Determined with the availability of 8:00 am – 8:00 pm Monday through Friday. Typically, four 10- hour shifts per week. Evening and weekend work may be required depending on position requirements.
Schedule Type:	TBD
Supervisory Responsibilities:	No

The successful candidate:

- Fulfills patient care responsibilities as assigned that may include checking schedules & organizing patient flow.
- Prepares patients for examination and treatment.
- Takes patient histories and vital signs.
- Performs blood draws and specimen handling.
- Prepares exam and treatment rooms with necessary supplies, materials, and instruments.
- Gives injections, and applies casts, splints, and dressings, as applicable.
- Prepares and maintains supplies and equipment for treatments, including sterilization.
- Assists physicians in preparing for minor surgeries and physicals.
- Assists with scheduling of tests and treatments.
- Screens telephone calls for referral to physician.
- Provides general information on departmental policies and procedures.
- Notifies the Clinical Supervisor or Office Manager when clinical and office supplies need replenishing.
- Assists in maintaining patient files, records, and other information to contribute to accurate data gathering.
- Compiles and condenses technical and statistical data for reports and records.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements

EDUCATION:	A high school diploma or GED is required
EXPERIENCE:	Minimum one (1) year of experience in a customer service or reception position, preferably in a medical office setting
CERTIFICATION/LICENSE:	Some sort of medical certification or schooling (CNA, EMT, MA, Phlebotomy)

Preferred Requirements

EDUCATION:	Graduation from a recognized training facility for medical assistants.
EXPERIENCE:	One (1) year or more of experience in a physician practice.

CERTIFICATION/ LICENSE:	• CPR certification. • MA certification.
Other:	Experience working with the Native American community.

Knowledge, Skills, and Abilities

- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.
- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.

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Medical Assistant – Wendover

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Sacred Circle Healthcare is seeking a full-time, Medical Assistant, for our Wendover, Utah location.

Job Summary

General Summary of Duties: Responsible for providing professional nursing care for clinic patients under supervision of the Physician or Advanced Practice Practitioner (APP). Assists Physician or APP and staff in coordinating patient care. Functions as primary liaison between patients, staff and Physician or APP.	
Reports To:	Medical Support Staff Manager
Department:	Medical Support Staff Services
Business Unit:	Sacred Circle Medical - Ancillary Services
Patient Care:	Yes
Worker Status:	Full-time, Hourly
Benefits Eligible:	Yes
Hours Per Week:	40
Work Schedule:	To Be Determined with the availability of clinic hours Monday through Friday. Evening and weekend work may be required depending on position requirements.
Schedule Type:	TBD
Location:	Wendover Clinic
Supervisory Responsibilities:	No

The successful candidate:

- Fulfills patient care responsibilities as assigned that may include checking schedules & organizing patient flow.
- Prepares patients for examination and treatment.
- Takes patient histories and vital signs.
- Performs blood draws and specimen handling.
- Prepares exam and treatment rooms with necessary supplies, materials, and instruments.
- Gives injections, and applies casts, splints, and dressings, as applicable.
- Prepares and maintains supplies and equipment for treatments, including sterilization.
- Assists physicians in preparing for minor surgeries and physicals.
- Assists with scheduling of tests and treatments.
- Screens telephone calls for referral to physician.
- Provides general information on departmental policies and procedures.
- Notifies the Clinical Supervisor or Office Manager when clinical and office supplies need replenishing.
- Assists in maintaining patient files, records, and other information to contribute to accurate data gathering.
- Compiles and condenses technical and statistical data for reports and records.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements

EDUCATION:	A high school diploma or GED is required
EXPERIENCE:	Minimum one (1) year of experience in a customer service or reception position, preferably in a medical office setting
CERTIFICATION/LICENSE:	Somes sort of medical certification or schooling (CNA, EMT, MA, Phlebotomy)

Preferred Requirements

EDUCATION:	Graduation from a recognized training facility for medical assistants.
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EXPERIENCE:	One (1) year or more of experience in a physician practice.
CERTIFICATION/ LICENSE:	• CPR certification. • MA certification.
Other:	Experience working with the Native American community.

Knowledge, Skills, and Abilities

- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.
- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.

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Medical Laboratory Scientist – SLC

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Sacred Circle Healthcare is seeking a full-time, Clinical Laboratory Scientist, in Salt Lake City, Utah.

Job Summary

General Summary of Duties: Testing personnel are responsible for specimen quality, handling, processing, test performance, and for reporting test results. Performs only those test procedures for which employee has been deemed competent. Organizes and performs assigned daily tasks. The area of responsibility may be all departments in the laboratory. He/she ensures that the daily activities and the validity of test results, and quality control are completed for areas of responsibility.	
Reports To:	Lab Director
Department:	Laboratory
Business Unit:	Sacred Circle Operations
Patient Care:	No
Worker Status:	Full-Time, Hourly

Benefits Eligible:	Yes
Hours Per Week:	40
Work Schedule:	To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Some evening and weekend work may be required depending on position requirements.
Schedule Type:	Four 8-hour shifts
Job Family:	TBD
Location:	Salt Lake Main Clinic
Supervisory Responsibilities:	None

The successful candidate:

- Accurately performs proficiency testing when scheduled.
- Assumes responsibility for problem solving of technical problems when appropriate.
- Daily quality control properly performed and logged, works within quality control limits and trends, and follows proper department procedure for correcting quality control limits and trends.
- Practice and adhere to the “Code of Conduct” philosophy and “Mission and Value Statement”.
- Demonstrates resourcefulness in organizing workload and personnel for higher productivity.
- Effectively organizes and completes daily tasks in assigned area(s).
- Effectively troubleshoots/resolves instrument problems and documents corrective action in appropriate log; when necessary, performs instrumentation repairs under the direction of hotline assistance.

- Exhibits comprehensive knowledge of instrumentation in assigned area(s).
- Ensures preventative maintenance and safety checks of equipment are performed according to schedule and then documented.
- Recognizes and resolves unusual results before reporting. Follows proper departmental procedures for documentation.
- Sign off on reading of manuals or required activities in a timely manner. Actively checks to make sure all such activities are done.
- Attends required meetings and participates in committees as requested.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned

Minimum Requirements

EDUCATION:	Bachelor's degree in clinical laboratory science or related sciences including a practical training program.
CERTIFICATION/LICENSE:	Medical Laboratory Scientist (MLS) or equivalent

Preferred Requirements:

EXPERIENCE:	One (1) year of experience in a laboratory setting. Experience in Chemistry, Immunology, Hematology, Urinalysis, and basic Molecular PCR Testing.
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Other:	Experience working with the Native American community. Experience working in a healthcare setting.
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Knowledge, Skills, and Abilities

- Creates a positive work environment. Practices teamwork. Respects and supports your co-workers.
- Displays initiative to see processes through to completion and offers assistance without being asked.
- Protects confidentiality of patients/co-workers, respecting their dignity, privacy, and differences.
- Demonstrates courtesy and caring through customer service skills to patients, family members, physicians, and colleagues.
- Demonstrates ability to communicate clearly, directly, and professionally and keeps patients, families, physicians and colleagues informed on a continual basis.
- Demonstrates professional behavior in actions and consistently portrays a positive attitude.
- Responds appropriately and positively to work changes.
- Respects diversity of everyone (e.g. patients, families, physicians, and colleagues).
- Manages conflict effectively and/or seeks appropriate assistance from manager or HR to resolve conflict.
- Participates in professional development activities and maintains professional affiliations.

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Patient Service Representative – Wendover

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Sacred Circle Healthcare is seeking a full-time Patient Service Representative, in Wendover, Utah.

Job Summary

General Summary of Duties: Responsible for all front office functions including customer service, patient registration, insurance verification, cashiering, appointment scheduling, answering telephones, filing, computer work, handling medical records.	
Reports To:	Operations Manager
Department:	Front Office
Business Unit:	Sacred Circle Operations
Patient Care:	Yes
Worker Status:	Full-Time, Hourly
Benefits Eligible:	Yes

Hours Per Week:	40
Work Schedule:	To Be Determined with the availability of clinic hours Monday through Friday. Evening and weekend work may be required depending on position requirements.
Schedule Type:	TBD
Location:	Wendover Clinic
Supervisory Responsibilities:	No

The successful candidate:

- Welcomes patients/clients/visitors, determines the purpose of visit and directs them to the appropriate person, department, or service area.
- Performs patient registration, data entry, and insurance verification.
- Answers patient and community queries and assists with patient communication in person, over the phone, and via text message and patient portal.
- Handles sensitive vital record documentation, patient identification, patient medical records, and important documents.
- Schedules, cancels, and reschedules patient appointments.
- Collects patient cost sharing, co-pays, and payments, as well as assists with payment plans and account inquiries.
- Monitors patient paperwork and ensures all required paperwork for patient services is up to date.
- Files and retrieves medical records. Copying and faxing duties.
- Answers webchat inquiries in a timely manner.
- Practices and adheres to the Mission, Vision, and Values Statement.
- Reads, understands, and adheres to all Sacred Circle Health Care policies and procedures.

- Keeps patient waiting areas, office, and files clean and organized.
Enforces infection prevention in patient waiting areas.
- Assists with vendor and visitor monitoring.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned

Minimum Requirements

EDUCATION:	A high school diploma or GED is required
EXPERIENCE:	Minimum one (1) year of experience in a customer service or reception position, preferably in a medical office setting
OTHER:	Spanish speaking

Preferred Requirements

Other:	Experience working with the Native American community.
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Knowledge, Skills, and Abilities

- The jobholder must demonstrate current competencies applicable to the job position.
- Efficient knowledge of office equipment including fax machine, copier, computer, telephones, etc.
- Ability to handle multiple priorities at once with minimal supervision.
- Ability to comprehend and follow written and verbal instructions.
- Ability to organize and communicate clearly.
- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.

- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to maintain confidentiality of patient and employee information.
- Ability to learn and develop point of sale system and electronic medical skills.

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gives preference to qualified American Indian/Alaskan Native Applicants

Pharmacist in Charge – Wendover

As a health division of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time Pharmacist, for our Wendover, Utah location.

Job Summary

Overview:	Ensures that pharmacy operates as established and according to federal/state/local laws. Ensures that physician's orders for pharmaceuticals to patients are prepared and administered appropriately.
Reports to:	Pharmacy Director
Department:	Pharmacy
Business Unit:	Sacred Circle Operations
Patient Care:	Yes
Worker Status:	Full-Time, Salary
Hours Per Week:	40
Location:	Wendover, Utah

Supervisor Responsibilities:	Yes
Work Schedule:	To Be Determined with the availability of clinic hours Monday through Friday. Evening and weekend work may be required as needed.

The successful candidate:

- Prepares prescriptions by reviewing and verifying physician orders, detecting therapeutic incompatibilities.
- Prepares prescriptions by reviewing and verifying physician orders, detecting therapeutic incompatibilities.
- Dispenses medications by packaging and labeling pharmaceuticals.
- Complies with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration; maintain records for controlled substances; removing outdated and damaged drugs from the pharmacy inventory.
- Oversees work of pharmacy technicians and pharmacist in training (interns).
- Keeps records and other administrative tasks.
- Instructs patients on how and when to take a prescribed medicine and informs them about potential side effects they may experience from taking the medication(s).
- Keeps accurate patient records of history and activities regarding all medications.
- Keeps pharmacy areas and equipment clean, neat, and well-organized.
- Keeps abreast of advancements in medicine.
- Complies with all applicable state/federal laws, rules, regulations, and procedures.
- Ensures all medication is stored safely and per manufacturers recommended guidelines.
- Maintains accurate counts of all pharmaceuticals and medications. Orders and maintains proper inventory of pharmaceuticals and medications.
- Ensures any patient complaints are handled appropriately.
- Maintains strict confidentiality.

- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned

Minimum Requirements

EDUCATION:	• Bachelor of Science in Pharmacy or Pharm. D. degree • Graduate of a pharmacy school accredited by the American Council on Pharmacy Education.
EXPERIENCE:	Minimum one (1) year as a pharmacist.
CERTIFICATION/ LICENSE:	State Licensure as a pharmacist.

Preferred Requirements:

Other:	Experience working with the Native American community.
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Knowledge, Skills, and Abilities

- Knowledge of governmental reporting programs.
- Knowledge of organizational policies, procedures, systems, and objectives.
- Ability to use computer systems and applications.
- Familiarity with medical practices terminology.
- Ability to use proper grammar, spelling, punctuation, and sentence structure to answer correspondence and prepare reports.
- Ability to plan and organize.
- Ability to evaluate the effectiveness of existing methods and procedures.
- Ability to operate office equipment.
- Ability to communicate effectively with patients, clinical and administrative staff, and the public.
- Ability to interpret, adapt, and apply guidelines and policies and procedures.

- Ability to react calmly and effectively in emergency situations.
- Ability to work under minimal supervision but maintain a high degree of communication of current work activity with supervisors.

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Pharmacist PRN – SLC, West Valley

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Sacred Circle Healthcare is seeking a Pharmacist PRN

Job Summary

General Summary of Duties: Ensures that pharmacy operates as established and according to federal/state/local laws. Ensures that physician's orders for pharmaceuticals to patients are prepared and administered appropriately.	
Reports To:	Pharmacy Director
Department:	Pharmacy
Business Unit:	Sacred Circle Operations
Patient Care:	Yes
Worker Status:	PRN, Hourly
Benefits Eligible:	No
Hours Per Week:	TBD

Work Schedule:	To Be Determined on an as-needed basis with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required depending on position requirements.
Schedule Type:	Typically, 10-hour shifts depending on schedule
Location:	Multiple Clinic Locations
Supervisory Responsibilities:	No

The successful candidate:

- Prepares prescriptions by reviewing and verifying physician orders, detecting therapeutic incompatibilities.
- Prepares prescriptions by reviewing and verifying physician orders, detecting therapeutic incompatibilities.
- Dispenses medications by packaging and labeling pharmaceuticals.
- Complies with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration; maintain records for controlled substances; removing outdated and damaged drugs from the pharmacy inventory.
- Oversees work of pharmacy technicians and pharmacist in training (interns).
- Keeps records and other administrative tasks.
- Instructs patients on how and when to take a prescribed medicine and informs them about potential side effects they may experience from taking the medication(s).
- Keeps accurate patient records of history and activities regarding all medications.
- Keeps pharmacy areas and equipment clean, neat, and well-organized.
- Keeps abreast of advancements in medicine.

- Complies with all applicable state/federal laws, rules, regulations, and procedures.
- Ensures all medication is stored safely and per manufacturers recommended guidelines.
- Maintains accurate counts of all pharmaceuticals and medications. Orders and maintains proper inventory of pharmaceuticals and medications.
- Ensures any patient complaints are handled appropriately.
- Maintains strict confidentiality.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned

Minimum Requirements:

EDUCATION:	• Bachelor of Science in Pharmacy or Pharm. D. degree • Graduate of a pharmacy school accredited by the American Council on Pharmacy Education.
EXPERIENCE:	Minimum one (1) year as a pharmacist.
CERTIFICATION/ LICENSE:	States Licensure as a pharmacist.

Preferred Requirements:

Other:	Experience working with the Native American community.
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KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of governmental reporting programs.
- Knowledge of organizational policies, procedures, systems, and objectives.
- Ability to use computer systems and applications.
- Familiarity with medical practices terminology.
- Ability to use proper grammar, spelling, punctuation, and sentence structure to answer correspondence and prepare reports.
- Ability to plan and organize.
- Ability to evaluate the effectiveness of existing methods and procedures.
- Ability to operate office equipment.
- Ability to communicate effectively with patients, clinical and administrative staff, and the public.
- Ability to interpret, adapt, and apply guidelines and policies and procedures.
- Ability to react calmly and effectively in emergency situations.
- Ability to work under minimal supervision but maintain a high degree of communication of current work activity with supervisors.

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Pharmacy Tech - Wendover

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Sacred Circle Healthcare is seeking a full-time, Pharmacy Technician, for our Wendover, Utah location.

Job Summary

Overview:	Assists the Pharmacist with prescription processing and filling while also communicating with prescribers regarding patient medications. The successful candidate for this role will communicate with patients over the phone and in-person at the clinic to address customer service issues within the pharmacy. Additionally, our Pharmacy Technicians ensure that patient and prescription information are correct during each stage of the prescription filling process.
Reports to:	Pharmacist In-Charge
Department:	Pharmacy
Business Unit:	Sacred Circle Operations
Patient Care:	Yes
Worker Status:	Full-time, Hourly
Hours Per Week:	40
Location:	Wendover Clinic
Supervisor Responsibilities:	No
Work Schedule:	To Be Determined with the availability of clinic hours Monday through Friday. Evening and weekend work may be required as needed.

The successful candidate:

- Enter and maintain prescription data using pharmacy software and clinic EMR.
- Answer incoming phone calls and field patient questions.
- Clarify prescription information with providers.
- Disburse verified prescriptions to patients.
- Answer patient questions and address customer service issues when they arise.
- Assist the pharmacist with managing medication inventory and placing wholesaler orders.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements

EDUCATION:	NABP or PTCB Certification
EXPERIENCE:	Four (4) years or more of customer service experience.
CERTIFICATION/ LICENSE:	Valid state license.

Preferred Requirements:

Other:	Experience working with the Native American community.
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Knowledge, Skills, and Abilities

- Skills in verbal communication and customer service.
 - Ability to perform in a fast-paced environment.

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Physician - Wendover

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Job Summary

Overview:	Responsible for the management of all medical care for patients to include the provision of medical treatment and advice to patients as indicated. Responds to emergencies, encourages health maintenance, and monitors patient progress.
Reports to:	Medical Director
Department:	Primary Care
Business Unit:	Primary Care
Patient Care:	Yes
Worker Status:	Full-time, Salary
Hours Per Week:	40
Location:	Wendover, Utah
Supervisor Responsibilities:	No
Work Schedule:	To Be Determined with the availability of 8:00 am – 8:00 pm Monday through Friday. Typically, three 12-hour shifts per week. Additional evening and weekend work may be required depending on position requirements.
Posting Closes:	June 18, 2026, or beyond until filled.
Addition Information:	Due to the remote location of this position, limited housing accommodations and transportation assistance may be available for

employees working in Wendover, Utah, based on operational needs and availability.

The successful candidate:

- Provides direct patient care within the scope of primary medicine.
- Examines, diagnosis, and treats acute and chronic medical conditions.
- Cultivates a climate of trust and compassion for patients.
- Conducts routine check-ups on patients to assess their health condition and discover possible issues.
- Reaches an informed diagnosis based on scientific knowledge and patient's medical history.
- Orders or executes various tests, analysis, and diagnostic imaging to provide information on patient's condition.
- Prescribes medications and provides comprehensive instructions for administration.
- Works continually to assure deliverance of quality clinical care in a safe, efficient, competent, and effective manner.
- Completes accurate, timely, and complete documentation in patient records.
- Follows up on patient care as indicated.
- Promotes patient satisfaction in all clinical settings.
- Renews all required licenses and completes required educational courses timely.
- Attends required meetings and participates in committees as requested.
- Maintains patient confidentiality.
- Maintains professional level of conduct regarding attitude and communication with staff and patients.
- Understands and adheres to prescribing and scope of practice regulations as required by state.
- Reads, understands, and adheres to all Sacred Circle Health Care Policies and Procedures.
- Practices and adheres to the Code of Conduct and Mission and Values Statements.
- Other Duties as Assigned.

Minimum Requirements:

EDUCATION:	Doctor of Medicine (MD); Doctor of Osteopathic Medicine (D.O.)
EXPERIENCE:	M.D. or D.O with 3 to 5 years of directly related experience which may include residency in a directly related medical specialty.
CERTIFICATION/	• CPR Certificate

LICENSE:	• BLS Certificate • Have and maintain DEA Certificate • Active PECOS and NPPES enrollment
Other:	Experience working with the Native American community preferred.

Knowledge, Skills, and Abilities

- Knowledge of infectious diseases, their symptoms, and epidemiology.
- Knowledge of examination methodologies and diagnostics.
- Knowledge of common medication, side effects, and contraindications.
- Knowledge of legal medical guidelines and medicine best practices.
- Skills in Microsoft Office applications.
- Ability to work independently and self-direct.
- Ability to organize, prioritize, and coordinate multiple tasks.
- Ability to remain calm and effective in high pressure and emergency situations.

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