



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Clinic Nurse – Health Services Department (FT - Regular) (1)**

Summary: This position is responsible to provide professional nursing care to assigned patients. Records patient histories, performs various diagnostic tests, administers medications, and develops patient care plans in conjunction with other medical professionals. Assists physicians during examinations and procedures, operating and monitoring medical equipment as necessary. Observes patients' progress and records observations in patient medical records. Promotes patients' independence by teaching patients and families to understand conditions, medications, and self-care skills. At times, there may be extensive expected travel between Manistee and Muskegon Clinics, as directed by Health Services Director.

Employment Qualifications: Minimum Necessary Qualifications -

- Associate degree or higher in Nursing; and
- A current registered nurse licensure in State of Michigan; and
- Work experience of two (2) or more years as a Nurse in a medical office setting; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Current CPR/BLS certification or shall obtain within 90 days of hire; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE13 **Status:** Non-exempt; Bi-weekly Pay **Background Check:** Extensive
Hiring Range: \$23.23-\$29.08- \$33.92 – **Commensurate with Verified Qualifications.**

Application Instructions:

Obtain an **LRBOI application form (required)** and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov .

To apply, please submit completed LRBOI application (required), cover letter, resume, degree transcripts, any/all trainings/certifications/licensures relevant to position as well as ones asked for under qualifications, a copy of your Tribal ID front/back (If applicable) and a copy – front/back - of valid Driver's License to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov .

Incomplete or late submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted – 06/14/2022

Removed- 06/28/2022