



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Clinic Lab Supervisor – Health Services - (1 FT - Regular)- Repost**

**Pay Grade:** E6      **Status:** Exempt/Salary – Bi-weekly Pay      **Background Check:** Extensive  
**Hiring Range:** \$61,779 - \$81,928 – Commensurate with Verified Qualifications.

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

**Summary:** This position is responsible for the operational activities of the clinic lab and its functions. This includes effective daily supervision, administration, and coordination of the tribal health clinic lab and programs, and services in support of the goals and objectives set forth by the Tribe. This position will be responsible for the laboratory care of patients within the clinic walls of the Manistee and Muskegon. This position will be working with staff physicians, nurses, other area supervisors, and other clinic staff to deliver premium healthcare service.

### **Employment Qualifications: Minimum Necessary Qualifications –**

A qualified candidate offers:

- Bachelor's Degree or higher in Biomedical/Laboratory Science fields or similar, **Master's or PHD preferred**, but not limited to; and
- Work experience of five (5) or more years in medical lab setting with at least two (2) years of lead level experience **preferred**, but not limited to; and
- Grant experience – high skill level preferred – seeking/investigating, research, preparation, writing, presenting, reporting, maintenance, etc.; and
- Technical skills of an intermediate/expert user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, 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.

### **Duties and Responsibilities:**

1. Responsible for the operational activities of the clinic lab and its functions.
2. Leadership responsibility for the Clinic Lab. This includes but is not limited to recruiting, training, development, coaching, mentoring, team building, work assignments, performance management, discipline and employment decisions.
3. Responsible to plan, execute and supervise, coordinate, and direct the activities of the clinic lab functions and delegate the tasks to clinic employees authorized to perform those functions.
4. Supervise the training of technicians and other authorized clinic personnel with the respect to proper lab techniques – policies/procedures, the use of lab equipment and lab safety procedures.
5. Assists Health Services Director in determining fiscal requirements of the lab and prepares budgetary recommendations; monitors, verifies, and reconciles expenditure of assigned budget.
6. Oversees inventory control and the ordering and requisitioning of lab's medical and office supplies.
7. Maintains and updates- records and manuals associated with lab operations and grant compliance.
8. Responsible for the conduct and/or coordination of lab facility and equipment maintenance.

9. Assists Health Services Director in the compilation and creation of narrative and statistical reports concerning lab operations for the Ogema and Tribal Council. Prepares lab operations data monthly and annual lab department reports for submittal to Health Services Director.
10. Develops clinic lab goals and objectives; monitors and evaluates progress.
11. Maintains and exhibits excellence of oral, written and analytical skills in all aspects of work product.
12. Works with the Health Services Director in establishing, planning, writing, editing and submission of grant proposals and grant progress reports for lab operations funding.
13. Supervises the design, development or adapting of lab equipment and monitors usage.
14. Assists in acquiring annual laboratory license for lab testing.
15. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
16. Monitors all lab functions, records, and facilitates for compliance with Privacy, HIPPA and all other Laws and Regulations specified by the Tribe, U.S. Government, and the State of Michigan as applicable. Refers areas of deficiency or concerns to Director.
17. All other position/department related duties as assigned by Health Services Director and/or Lead.

### **OTHER SKILLS AND ABILITIES**

During the course of employment, the employee will consistently utilize and demonstrate excellent verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and the ability to work independently and manage multiple tasks, and a commitment to confidentiality. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act requirements.

### **SUPERVISORY RESPONSIBILITIES**

This position shall possess and exercise day-to-day direct supervisory over Clinic Lab Technician(s) and any other Clinic personnel/staff having authorized work within the clinic lab setting. Scheduling, timekeeping, monitoring, directing work, reviewing/evaluating of work product where necessary and providing periodic performance reviews for direct report(s) and assisting with feedback/reports on other personnel authorized to work in the lab setting with other Clinic supervisory staff, including Health Services Director.

This position is expected to take part in department meetings, staff meetings, leadership meetings if available and any other meeting their attendance is requested by Ogema, Tribal Council, Health Services Director and Human Resources.

### **PHYSICAL DEMANDS**

Sitting or standing for long periods of time, frequent walking, and occasional lifting, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will routinely carry work related materials up to twenty-five (25) pounds. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids, and radiation resulting in the need to wear protective equipment such as masks, eye protection, rubber gloves, and gowns.

### **WORKING ENVIRONMENT**

Work is performed in a climate controlled medical office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

**Application Instructions:**

Obtain an application form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) Under "Employment" heading. Request a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) - Attn HR.*

***To apply, please submit completed application, and a copy Front/back of Tribal ID (if applicable), to:***

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

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.***

**Reposted – 09/03/2024**

**Removal: Until Filled**