



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: - Clinic Administrative Technician III - Muskegon (1) Full-Time/Regular

SUMMARY: This position is responsible to verify patient information by interviewing patients, record medical history; confirming purpose of visit. Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary. Perform all administrative duties as dictated by department needs, especially in times of absences by co-workers, at times of high patient volume and/or times of increased workload.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

- High School Diploma or GED; and
- Work experience of two (2) or more years as a medical assistant or certification as a Medical Assistant; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Current CPR certification or shall obtain within 90 days of hire: and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Demonstrated knowledge and use of electronic health records; 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: NE7 Hiring Range: \$15.00 – 18.32 – Commensurate with verified Qualifications

Status: Non- Exempt /Hourly/Bi-weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form and 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: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application, any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver's license; to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Incomplete 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: 12/11/2023

Removal: 12/25/2023