



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Clinic Lab Supervisor – Health Services (Full-Time Regular) (1)**

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.

Employment Qualifications: A qualified candidate offers:

- A Bachelor's Degree or higher in Biomedical/Laboratory Science fields or similar, **Master's or PHD preferred**; and
- Work experience of five (5) or more years in medical lab setting with at least two(2) years of lead level experience; 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
- The possession of a valid Driver's License with the ability to be insured under the Tribe's insurance policy and maintain it throughout employment.

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

Pay Grade: E6

Hiring Range: \$57,173 – \$75,753

Status: Exempt/Bi-Weekly Pay **Background Check:** Extensive

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License with the ability to be insured under the Tribe's insurance policy, and successfully completing a 90-day introductory period.

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, cover letter, transcripts for Bachelor's Degree, any/all licensure(s) and/or certifications required/relevant for position, and resume** 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.

For further information, please contact the LRBOI HR Department.

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