



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Medical Assistant (Psych.) – Health Services (Full-Time Regular) (1)

Summary: This position will be responsible to verify patient information, assisting the clinic medical staff but primarily the Clinic Psychologist by supporting the patient visit. The Medical Assistant is also responsible for setting outside referrals and coordinating patient's records with outside providers for the Clinic Psychologist

Employment Qualifications: A qualified candidate offers:

- An Associate's Degree or higher in Psychology or other health care related degree program and an active certification as a Medical Assistant (CMA); and
- Work experience of three (3) or more years as a Medical Assistant, preferably in a mental health setting; and
- Working knowledge of the sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Currently CPR/BLS certification or shall obtain within 90 days of hire; and
- Demonstrated knowledge and use of electronic health records; and
- Technical skills of an intermediate or higher user of MS Office software, computers, and office equipment.

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

Pay Grade: NE8

Hiring Range: \$15.87 - \$19.86 - Commensurate with Verified Qualifications

Status: Non-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 or more information 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 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.