



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Medical Assistant - Health Services (FT - Regular) (1)**

Summary: This position is responsible to verify patient information, assisting the clinic medical staff but primarily for supporting the patient visit. The Medical Assistant is also responsible for setting up outside referrals and coordinating patient's records with outside providers for the Clinic. Perform all clinic 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. Travel is expected between the Manistee and Muskegon clinics, as communicated by the Health Services Director.

Employment Qualifications: A qualified candidate offers:

Minimum Necessary Qualifications:

- Associate degree or higher in a health care 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 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
- 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; and
- 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.

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

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 relevant to position, 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.

Tribal Member Posting Period – 03/16/2022 through 03/25/2022

General Posting Period – Subject to outcome of Tribal Member selection process.