



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Nurse Practitioner – Health Services (Full-Time Regular) (1)

Summary: This position will be responsible for the care of patients, maintaining to each and every patient, within the clinic walls in Manistee and Muskegon and also from our clinic mobile unit. Works as a team with staff physicians, nurses, other area supervisors and other clinic staff to deliver premium health care servicing.

Employment Qualifications: A qualified candidate offers:

- A Bachelor's Degree in Nursing (BSN) and a Graduate of an accredited Nurse Practitioner Program or hold a current Advanced Practice Registered Nurse (APRN) licensure in the state of Michigan; and
- Work experience of five (5) + years as a NP in a medical institution/medical practice/medical office; and
- Currently certified in – Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and PALS; and
- Strong written and interpersonal skills; and
- Demonstrated knowledge and use with the EHR medical charting system; and
- Working knowledge of the sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Technical skills of an intermediate/expert user of MS Office software, computers, and office equipment; and
- Valid Driver's License with the ability to be insured under the Tribe's insurance policy and maintain it throughout employment; 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 valid 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: E9

Hiring Range: \$91,220 – \$120,969 - **Commensurate with Verified Qualifications**

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

Application Instructions: **Incomplete Submissions will not be considered.**

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

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov .

To apply, please submit completed application, cover letter, resume, degree transcripts (if applicable) any/all licensure(s) and certifications stated under the Employment Qualifications above, 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.

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 – 12/11/2023

Removal: 12/25/2023

Incomplete or late submissions will not be considered.