



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.

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

Pay Grade: E9

Hiring Range: \$86,876 – \$115,209 - Commensurate with Verified Qualifications

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.

Posted 01/18/2021

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