



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Patient Transporter – Health services – FT – Muskegon Based

Summary: Provides non-emergency transport for Tribal members to and from medically related appointments. Assist clients as necessary such as assisting clients from a wheelchair into the transport vehicle and back or entering/exiting the vehicle. Travel between clinics in Manistee and Muskegon as well as the Tribal service area is to be expected.

Employment Qualifications: Minimum Necessary Qualifications-

- Applicant is a minimum of 21 years of age; and
- High School Diploma or GED; and
- Skilled at using maps and driving in all weather conditions; and
- Working knowledge of sensitivity communication practices in order to speak with and for the patient; and
- Current CPR certification or shall obtain within 90 days of hire; and
- Possess a valid Driver's License with the ability to be insured under the company's insurance policy; 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 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: NE8 **Hiring Range:** \$15.00 - \$18.32 - Commensurate with Verified Qualifications

Status: Non- Exempt / Hourly/Bi-weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form 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 application, resume, cover letter, copies of licensures/certifications, and /or trainings relevant to this position, copy front /back Tribal ID (if applicable) and copy of Driver License to: LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660 Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Incomplete 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 the complete job description or further information, please contact the LRBOI HR Department.

Posted 10/06/2022

Removal 10/20/2022