



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Medical Assistant – Health Services - Muskegon (2 Full-Time Regular)

Summary: This position will be responsible to verify patient information, assisting the clinic medical staff, supporting the patient visit within the clinic walls in Manistee and Muskegon. The Medical Assistant is also responsible for setting outside referrals and coordinating patient's records with outside providers. Travel and work are required between both Clinics. *

*Please note there may be a need for significant driving between the Muskegon and Manistee Clinic, especially during the probationary period (90 days) for orientation/training for the position duties and during Clinic needs as directed by the Health Services Director.

Employment Qualifications: Minimum Necessary Qualifications -

- An associate degree or higher in a 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 family practice 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/expert user of MS Office - 365 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 and successful completion of the 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 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, resume, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, Copy of Tribal ID (if applicable), and copy of driver license front/back* to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231)331-1233; Email: aliciaknapp@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.

Incomplete submissions will not be considered

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 05/20/2022 through 05/29/2022

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

Posting to be removed 06/04/2022.