



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Clinic Supervisor – Health Services – Muskegon - (1) Full time Regular

Summary: This position is responsible for the effective daily supervision, administration, and coordination of the tribal health clinic offices, programs, and services in support of the goals and objectives set forth by the Tribe and the Health Services Director. Significant travel may be required between both clinics, in Muskegon and Manistee.

Employment Qualifications: Minimum Necessary Qualifications –

- Associate Degree in Business Administration or similar, a work experience of five (5) or more years in medical office administration with at least two (2) years of supervisory level experience; and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; 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: E4 **Status:** Exempt – Salary– Bi-Weekly Pay **Background:** Extensive
Hiring Range: \$43,193.00 - \$57,279.00 – **Commensurate with Verified Qualifications**

Application Instructions:

Obtain an application form on the Tribe's website www.lrboi-nsn.gov. 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: aliciaknapp@lrboi-nsn.gov.

To apply, please submit: a completed application, cover letter, resume, degree transcripts, any/all licensure/certifications/trainings – relevant to this position, copy of Tribal ID – front/back (if applicable) and copy of valid Driver License (front and back); to:

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

Posted – 01/03/2023

Removal – 01/27/2023