



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Medical Assistant - Muskegon based – Repost
(Full Time - Regular)**

Summary: This position is responsible to verify patient information, assisting the clinic medical staff but primarily for supporting the patient visit. The Medical Assistant is also responsible for setting up outside referrals and coordinating patient's records with outside providers for the Clinic. Perform all clinic duties as dictated by department needs, especially in times of absences by co-workers, at times of high patient volume and/or times of increased workload so occasional travel may be expected between the Muskegon and Manistee clinics.

Employment Qualifications - Minimum Necessary Qualifications

A qualified candidate offers:

- Associate degree or higher in a health care 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 healthcare setting; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Current 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 or higher 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 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: NE9

Hiring Range: \$16.66 - \$20.85 - Commensurate with Verified Qualifications

Status: Non-Exempt **Background Check:** Extensive

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

Obtain an fillable application form on the Tribe's website www.lrboi-nsn.gov under the "Employment" heading or request a copy of the position description and/or paper application by contacting Human Resources at:

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

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

To apply - please submit completed application, cover letter, resume, any/all licensure(s) and certifications (Board – State) stated under the **Employment Qualifications** above, 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.

Posted 10/26/2023

Removal: 11/08/2023