

## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### POSITION: - Clinic Administrative Technician III - Muskegon (1) FT – Regular

**SUMMARY:** This position is responsible to verify patient information by interviewing patients, record medical history; confirming purpose of visit. Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary. Perform all administrative 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.

#### EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

- High School Diploma or GED; and
- Work experience of two (2) or more years as a medical assistant or certification as a Medical Assistant, preferred but not limited to; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Current CPR certification or shall obtain within 90 days of hire: and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Demonstrated knowledge and use of electronic health records; 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: NE8Hiring Range: \$16.22 - \$19.69 - Commensurate with verified QualificationsStatus: Non- Exempt /Hourly/Bi-weekly PayBackground Check: Extensive

Application Instructions: Incomplete submissions will not be considered. Obtain an application form (fillable online) <u>@lrboi-nsn.gov</u> 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: apply@lrboi-nsn.gov Attn - HR

# To apply please submit completed LRBOI application, any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver's license; 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: 05/08/2024

Removal: Until Filled