
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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JOB DESCRIPTION

POSITION: Licensed Practical Nurse/ Certified Medical Assistant

DEPARTMENT: Lac Vieux Desert Health Center

LOCATION: Watersmeet, MI 49969

EMPLOYMENT: Temporary, as needed (PRN)

SALARY/PAY RATE: TBD

DESCRIPTION:

This position is responsible for providing nursing support to the physician/ nurse teams. Skills and Knowledge: This position requires an individual with professional and customer relation skills. The incumbent must be well organized, detail oriented, accurate and efficient. The desire candidate will possess working knowledge of computers and software applications.

RESPONSIBILITIES:

- She/he must have the ability to establish and maintain effective working relationships with patients, employees and the public.
- Work independently and set her/his own pace, organize daily activities and accept responsibility for problems as they arise.
- Have the ability to react calmly and effectively in emergency situations.
- Must be able to maintain a calm, courteous manner in an often demanding and stressful environment.

MINIMUM QUALIFICATIONS:

- This position requires graduation from an accredited school of practical nursing and current licensure or graduation from a Certified Medical Assistant program and current certification.

- Current LPN license in the state of Michigan, and must have current CPR certification, or certified within 30 days of employment; or Certification Medical Assistant through American Association of Medical Assistants (AAMA certification) or Registered Medical Assistant from American Medical Technologists (AMT Registered).
- She/he must have working knowledge of the prior authorization process with various insurance companies.

PREFERRED QUALIFICATIONS:

- One to two years of prior experience in a clinic environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.

Date Approved by the Tribal Council: July 21, 2014