

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Medical Assistant or Licensed Practical Nurse (CMA/LPN)

Department: Health & Wellness Center - Clinic

Hourly Rate: \$18.00 -\$22.00

Full Time: 40 Hour/Week

Exempt: No/Hourly

Supervisor: Clinic Supervisor

Posting Date: Open Until Filled

Opens: July 3, 2025

Closes: Open Until Filled



Summary: The Certified Medical Assistant or Licensed Practical Nurse functions as an important member of the healthcare team by providing basic clinical, clerical, and technical support to assist providers in planning for patients' care, comfort, and safety. The individual performs in a manner consistent with Bad River Health and Wellness Centers mission, policies, and initiatives while maintaining patient confidentiality at all times.

Essential Duties and Responsibilities include the following.

Clinic Duties:

- Interview patients, measure vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
- Responsible for all physician incoming phone calls regarding school medication forms, adverse reactions, refills, patients in crisis.
- Prepares and cleans treatment rooms for examination of patients.
- Assists providers with procedures.
- Cleans and sterilizes instruments.
- Inventories and orders medical supplies and materials.
- Operates clinic testing equipment (such as an electrocardiograph)
- Gives injections or treatments and performs routine laboratory tests (CLIA waived) as needed.
- Schedule appointments, maintain medical records and other patient documentation, performs secretarial tasks, and complete prior authorizations in compliance with insurance guidelines.
- Communicates effectively with other healthcare organizations to assist with patient referrals and facilitate patient care needs.
- Administered immunizations according to practice guidelines and documented.
- Preps patients to be seen in the practice according to practice standards.
- Initiate medication refill requests.
- Performs initial screening of all clients (to include pediatrics) scheduled to see a provider according to policy and procedures.
- Other responsibilities include assuring infection control.
- Documents all patient health information in the electronic health record.
- Performs other duties as assigned by Clinic Supervisor or Medical Director
- Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Active certification as a Licensed Practical Nurse or Medical Assistant in the state of WI.
Must obtain American Heart Association BLS certification within 6 months of hire
Training and experience in phlebotomy techniques preferred.
Two years' experience within a medical setting

Other Skills and Abilities:

Required:

This is a required driver position.
Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
Must abide by the Bad River Health and Wellness Center Employee Health Policy.
Must show proof of Tdap immunization or Pertussis booster, MMR and will receive TB test if the employee has not had a test within 1 year upon hire.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Strong computer skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking and standing are required. Bending, stooping, lifting, and occasional lifting to 50 pounds and/or carrying for short distances are required. Subject to inside and outside environmental conditions.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861 <http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov