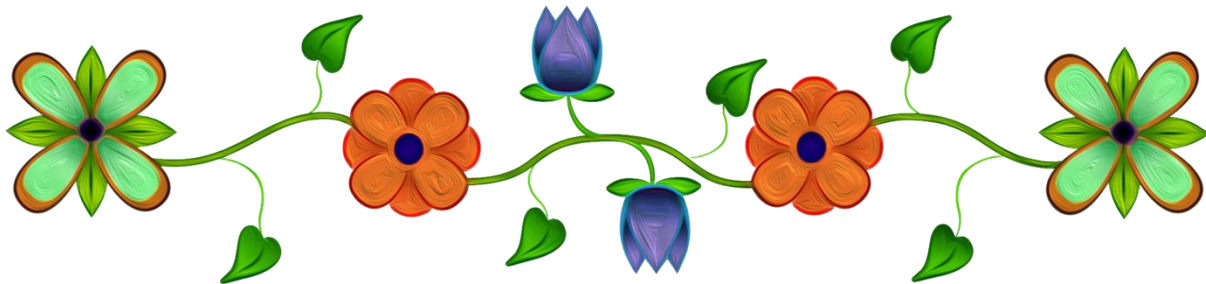


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Float Receptionist
Department: BRHWC – Wellness Center
Hourly Rate: \$16.50
Exempt: No/ Hourly
Full Time: 40hrs/ Week
Supervisor: Executive Administrative Assistant
Posting Date: In-House
Opens: 09/08/2026
Closes: 09/22/2026 @ 4:30pm

Job Summary: The Float Receptionist will perform primarily receptionist/scheduling duties in various clinic departments as needed, providing support to meet daily staffing needs in all clinic reception areas. Other duties as assigned depending on the overall needs of all Bad River Health and Wellness departments. Assignments will be made on a day-to-day basis by the administrative assistants.

Essential Duties and Responsibilities include the following. Other Duties as assigned.

- Will perform Scheduling/Patient Registration functions in all departments within the Bad River Health and Wellness Center.
- Must have working knowledge of basic computer programs, scheduling programs, Electronic Health Record and all other computerized health care software necessary for department functions.
- Will do patient registration including registration of all new patients, update patient insurance and demographic information, check insurance eligibility, answer phones and redirect calls to appropriate place
- Ensure all registration data forms are filed in the patient's health record and submitted to the Billing Specialist.

- Will pull records of scheduled patients and ensure the readiness of records for physician or provider.
- Will do security checks at the close of clinic hours daily, including checking windows, doors, file cabinets, medical records, etc.
- Will perform a Secretarial function to include filing of consults, in-house reports, and other data, typing correspondence and reports for clinic personnel, greet patients and filling out necessary forms, answering all telephone calls and making appointments for all services provided.
- Make appointments with other providers within the clinic when referred by FNP or physicians.
- Maintain and ensure patient and medical record confidentiality.
- Assist Health Information personnel with filing and other tasks associated with maintenance of health information.
- Assist PRC staff regarding purchase orders for patient referrals.
- Maintain strict confidentiality, following HIPAA guidelines, when working in each department.
- Greet all customers with respect and friendliness.
- Able to handle conflict with coworkers and customers/patients.
- Demonstrate a clear understanding of the programs offered in the Wellness Center and any requirements for patrons.
- Focus and commitment to customer service

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 contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative to the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience

High School Diploma or its equivalent.

Must possess knowledge of computers, word processing and data entry software.

Preferred Education and/or Experience

One (1) year secretarial experience preferred.

Secretarial degree or diploma preferred.

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 maintain strict compliance with Privacy Act.

Must maintain excellent attendance record.

Excellent computer skills

Background Check:

This position is contingent on the required ability to pass a BRHWC background check. This position requires a valid driver license, to meet eligibility for tribal insurance.

Language Skills:

Good typing skills.

Good grammar and spelling.

Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability:

Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must be met 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. Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

Work Environment: : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Additional Requirements Successful completion of a background check. Compliance with tribal policies, codes of conduct and employee health standards including immunization requirements.

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:

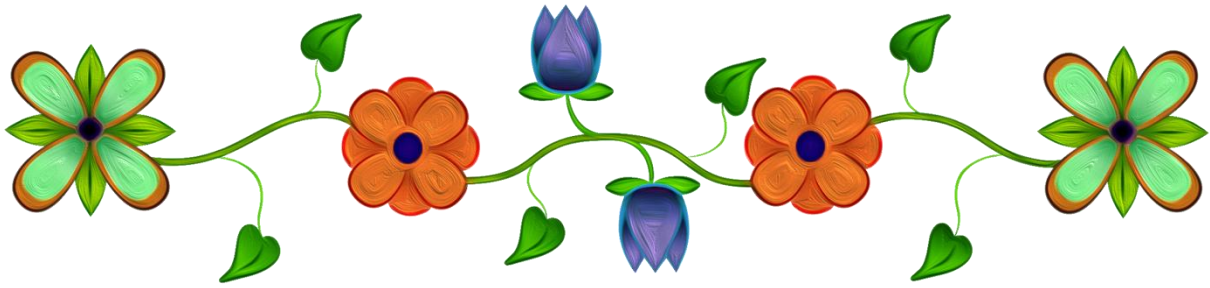
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com