

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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

**Department:** Health and Wellness Center

**Hourly Rate:** \$18.00-\$22.00

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Clinic Nurse Supervisor

*Posting Date: In-House*

*Opens: November 17, 2022*

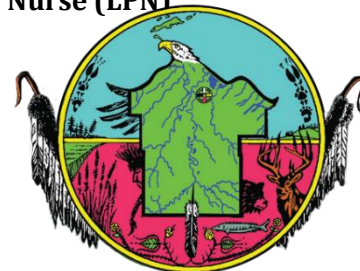
*Closes: November 23, 2022 at 4:30pm*

**Posting Date: Public**

**Opens: November 29, 2022**

**Closes: December 12, 2022, at 4:30pm**

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**Summary:** The Assistant will work between the lab and clinic area as needed. The Assistant (CMA or LPN) will be under the supervision of the RN when working in the clinic and under the supervision of the Medical Technologist/Medical Laboratory Technician (MT/MLT) when performing lab duties. Clinic responsibilities include the care of patients in cooperation with medical staff and nurses. Lab responsibilities include routine lab functions and fill in during the absence of the MT/MLT. Adheres to all written clinic and laboratory procedures and policies.

**Essential Duties and Responsibilities** include the following.

**Clinic Duties:**

- Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
- 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.
- Schedules appointments, maintain medical records and other patient documentation, performs secretarial tasks, completes prior authorizations in compliance with insurance guidelines.
- Communicates effectively with other healthcare organizations to assist with patient referrals and facilitate patient care needs.
- Support Providers and Nursing staff in collecting and performing COVID-19 testing.
- Responsibilities will also include inventory management and control with PPE Supplies.
- Other responsibilities include assuring infection control
- Documents all patient health information in the electronic health record.
- Performs other duties as assigned by RN or Clinic Administrator.

**Lab Assistant Duties: only when needed.**

- Responsible for specimen collection and preparation.
- Performs venipunctures efficiently and safely using aseptic technique per procedure.
- Performs routine laboratory tests (CLIA waived) with competency documented, on a variety of biological samples under the direction of the MT/MLT as ordered by a provider.
- Logs samples and related quality assurance data to maintain the integrity of testing procedures.
- Uses Personal Protective Equipment appropriately and consistently.

- Documents lab results in an electronic health record.
- Performs all other duties assigned by the MT/MLT or Clinic Administrator.

**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 Medical Assistant or current Practical Nursing license in the state of WI.

One year of medical assistant or LPN experience in a medical facility is required.

Must have training and experience in phlebotomy techniques.

Must have training or education with an electronic health record and possess excellent computer skills.

**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 up to 50 pounds and/or carrying for short distances are required. Subject to inside and outside environmental conditions.

**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](mailto:HRmanager@badriver-nsn.gov)  
[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)