

# 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:** Community Health Licensed Practical Nurse (LPN) or  
Certified Medical Assistant (CMA)

**Department:** Health & Wellness Center - Clinic

**Hourly Rate:** \$19.00 -\$23.00

**Full Time:** 40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Community Health Manager

**Posting Date:** *In-House*

**Opens:** *April 8, 2024*

**Closes:** *April 12, 2024, at 4:30 pm*

**Posting Date:** **In-House**

**Opens:** **April 16, 2024**

**Closes:** **April 30, 2024, at 4:30 pm**



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**Summary:** The LPN or CMA will work in Community Health providing a broad range of health services to assist the Community Health team. The LPN or CMA will be under the supervision of the RN when working in the clinic. Clinic responsibilities include the care of patients in cooperation with medical staff and nurses. Adheres to all written clinic procedures and policies.

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

**Community Health Duties:**

- Assist Community Health team in home visiting; environmental safety checks, wellness visits, delivering medications.
- Provides medical transportation as needed.
- Assists in providing community health education on a one-to-one and group basis.
- Assists with the coordination of the immunization program including management of the Wisconsin Immunization Registry (WIR), state grant, and immunization clinics.
- Assists in setting up immunization clinics within the community. Informs those who need immunizations of their importance, schedules appointments for immunizations.
- Assists with the ordering of medical supplies.
- Weekly COVID vaccine inventory
- Assists with community blood pressure clinics

**Clinic Duties:**

- Interview patients, measure 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 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.
- 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 provider.
- Document lab results in an electronic health record.
- Performs all other duties assigned by the Community Health Manager.

**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 licensure or certification as Licensed Practical Nursing or Medical Assistant license in the state of WI. One year of nursing or medical assistant experience in a medical facility is required. 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.

**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.

**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 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.

**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 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)