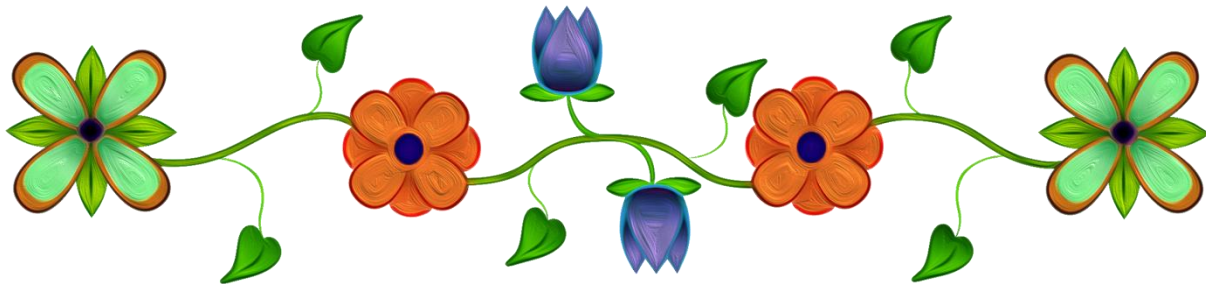


# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



## Bad River Health & Wellness Center

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

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

**Job Title:** Wellness Center Receptionist/Support Staff

**Department:** Wellness Center

**Hourly Rate:** \$17/hour

**Full-time:** Part-Time/Weekends & Evenings

**Exempt:** No/Hourly

**Supervisor:** Wellness Director/ Assistant Wellness Director

**Posting Date:** Public

**Opens:** September 23, 2025

**Closes:** October 08, 2025 at 4:30PM

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**Job Summary:** The focus of the Wellness Center Receptionist is to welcome patrons to the Wellness Center and assist with any questions or concerns that patrons may have. The Receptionist will be responsible for ensuring all necessary registration paperwork is obtained from new guests, as well as provide information and instruction on the services that are offered at the Bad River Health and Wellness Center. The receptionist will have frequent contact with the public and must be able to prioritize tasks while being able to always keep a calm manner.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Program Manager or the supervisor.

- Ability to greet guests in a respectful and welcoming manner.
- Maintain a clean working environment and ability to effectively communicate with co-workers.
- Demonstrate a clear understanding of the programs offered and any requirements for patrons.
- Clearly communicates to the public current and upcoming activities planned and gathers data regarding community interest and usage.
- Focus and commitment to customer service.
- Responsible for referring interested patrons to clinical services offered at the BRHWC.
- Perform patron registration functions; registration of all new patrons, ensure all registration data forms are filed in appropriate location, create and print patron ID cards.

- Will perform security checks at the close of office hours daily including locking computers, desks and filing cabinets.
- Must have working knowledge of basic computer programs, scheduling programs, registration and all other computerized health care software necessary for department functions.
- Other duties as assigned.

**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 of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma or its equivalent

2 years' experience clerical position in a healthcare/fitness facility preferred

Experience with scheduling program and/or client management programs preferred

CPR/AED Certification (Training provided)

**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.

**Language Skills:**

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

**Reasoning Ability:**

Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Ability to deal with difficult clients and maintain a professional attitude. Must be able to multi-task and have excellent customer service 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to make home visits. Position requires some walking, standing, bending, stooping and occasional lifting, up to 20 lbs. Subject to inside and outside working conditions.

**Work Environment:** The working environment characteristics described 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. As a representative of the Bad River Wellness Center, the Receptionist will wear the provided uniform

**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:**

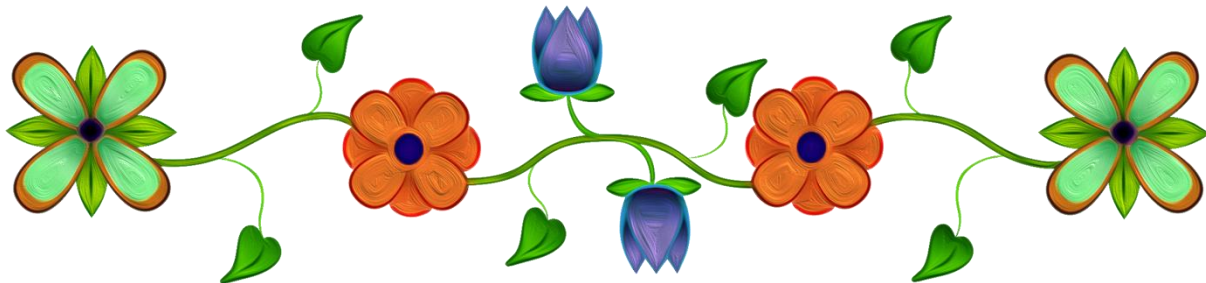
**Bad River Tribe**

**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)

[darcie.powless@badriverhwc.com](mailto:darcie.powless@badriverhwc.com)