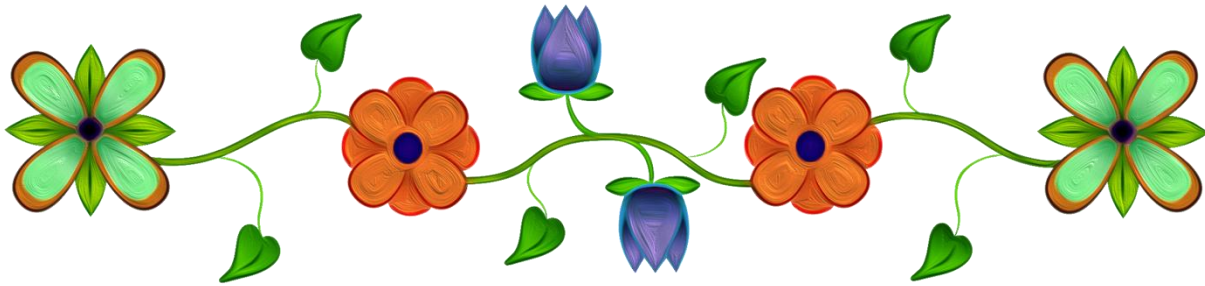


# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



## 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:** Certified Medical Assistant/Licensed Practical Nurse (CMA/LPN)  
**Department:** Health and Wellness Center  
**Hourly Rate:** \$19.00-\$25.00 DOQ  
**Full Time:** 40 Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Medical Clinic Manager  
**Posting Date:** Public  
**Opens:** 06/12/2026  
**Closes:** Open Until Filled

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**Job 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. Other duties may be assigned by the Program Manager or the supervisor.

**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

**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 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 is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**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.

**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 essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 50lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those 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:**

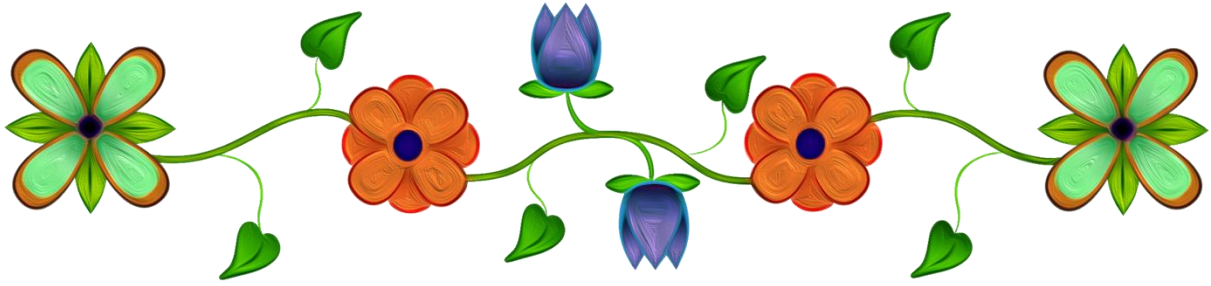
**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

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



**Application material may also be emailed to:**

[a.connors@badriverhwc.com](mailto:a.connors@badriverhwc.com)

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