

KEWEENAW BAY INDIAN COMMUNITY

2017 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RODNEY LOONSFOOT
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
ELIZABETH D. MAYO

LICENSED PRACTICAL NURSE (LPN)

On-Call/Fill-In, Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- Copy of current Michigan LPN Licensure
- Copy of LPN Degree/Transcripts
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
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Distribution Date: October 30, 2017

Closing Date: Open Continuous

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POSITION ANNOUNCEMENT

- POSITION:** Licensed Practical Nurse (LPN)
On-Call/Fill-In, Non-exempt position
- LOCATION:** KBIC Health Systems
Baraga, Michigan 49908
- SUPERVISORY CONTROL:** Lead RN
- SALARY:** Grade 7 (minimum starting wage = \$14.47/hour)
- QUALIFICATIONS:**
- Graduate of Accredited School of Nursing with LPN degree.
 - Must maintain Michigan LPN licensure along with continuing education (CE) credits.
 - Previous office nursing experience preferred.
 - Computer skills required.
 - Must have knowledge of Electronic Health Records (EHR).
 - Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
 - Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.
- MANDATORY ANNUAL REQUIREMENTS:**
- CPR Training
 - Universal Precautions
 - TB Skin Test
- INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.
- VETERAN PREFERENCE:** Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES: Specific duties shall include, but not be limited to:

- Greets and interviews patients, obtain new patient history (including verify current medications at each visit) and obtains vital signs as required.
- Obtains test results for the doctor to review during the visit.
- Prepares examination rooms for receiving patients.
- Assists the medical provider in the examination of the patient.
- Assists the medical provider directly in minor surgical procedures done in the office.
- Prepare, maintain, organize, and sterilize examination rooms, including sterilizing and maintaining medical equipment.
- Inventories medical supplies and materials; submits orders as requested by supervisor.
- Schedules appointments, maintains medical records, and performs medical office clerical tasks (including triaging phone calls) as necessary.
- Calls other facilities or providers to scheduled patient for tests, as needed.
- Completes injections, treatments, collects samples, and completes routine laboratory tests when ordered by medical personnel and as qualified to complete.
- Administers ordered medications, immunizations, and other medical services, as required.
- Documents patient information utilizing Electronic Health Record (EHR) system.
- Maintains strict patient confidentiality and adheres to HIPAA guidelines.
- Uses Universal Precautions, including appropriate personal protective equipment for anticipated contact with bodily fluids and other infectious materials.
- Actively participates in continuing education, required meetings, and committees as requested.
- Performs other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: October 30, 2017

Closing Date: Open Continuous

Name: _____

POSITION: **Licensed Practical Nurse (LPN)**

Please list your specific experience and knowledge in regards to the following qualifications:

1. Graduate of Accredited School of Nursing with LPN degree (please attach transcripts)

2. Must maintain Michigan LPN licensure along with continuing education (CE) credits.

3. Previous office nursing experience preferred.

4. Basic computer skills required.

5. Must have knowledge of Electronic Health Records (EHR).
