

# KEWEENAW BAY INDIAN COMMUNITY

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
GARY F. LOONSFOOT, JR., Vice President  
KIM KLOPSTEIN, 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.  
EDDY EDWARDS  
DALE F. GOODREAU  
RANDALL R. HAATAJA  
SUSAN J. LAFERNIER  
RODNEY LOONSFOOT  
DON MESSER

## LICENSED PRACTICAL NURSE (LPN)

Full-time, 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
- Copy of valid Michigan driver's license
- 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  
Beth Fish, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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## POSITION ANNOUNCEMENT

### **POSITION:**

**Licensed Practical Nurse (LPN)**

Full-time, Non-exempt position

### **LOCATION:**

KBIC Health System

Baraga, Michigan 49908

### **SUPERVISORY CONTROL:**

Lead RN

### **SALARY:**

minimum starting wage = \$19.00/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 possess a valid Michigan driver's license and be insurable to operate fleet vehicles.
- Must know about 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).

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- Greets and interviews patients, obtain new patient history (including verifying 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; submit orders as requested by supervisor.
- Schedules appointments, maintain medical records and performs medical office clerical tasks (including triaging phone calls) as necessary.
- Calls other facilities or providers to schedule patients 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 the 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:** April 15, 2021

**Closing Date:** April 29, 2021 @ 4:00 PM or until filled

TERO Approval: <u>Debra J. Piccirilli</u> Reviewed for Barriers only! Date: <u>4 / 15 / 2021</u>
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