

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

CERTIFIED NURSING ASSISTANT

One (1) Full-time, Non-Exempt position (Two (2) year grant-funded 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
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ Copy of a valid Michigan driver's license
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ Must provide a copy of Certified Nursing Assistant certification
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext. 4140, 4176, or 4175
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of 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 DESCRIPTION

POSITION:

CERTIFIED NURSING ASSISTANT

Full-time, Non-Exempt position (two (2) year grant)

LOCATION:

Ojibwa Senior Citizens Center
208 Main Street
Baraga, Michigan

SUPERVISORY CONTROL:

Elderly Nutrition Director

SALARY:

Grade 4 (minimum starting wage = \$16.47/hr.)

ANNUAL MANDATORY REQUIREMENTS:

Universal Precautions (BBP) training
HIPAA training

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below.
- Must possess Certified Nursing Aid training and certification.
- Must be CPR and first aid trained and certified.
- Must be computer literate and proficient with Microsoft Office software.
- Must have good communication skills and the ability to interact effectively with others.
- Basic understanding of health and safety regulations in residential settings.
- Basic understanding of care practices and procedures.
- Must be detail-oriented, able to follow instructions, think critically, and problem-solve.
- Must be able to stand for long periods, lift 50+ lbs., bend, reach, and walk.

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- Must have a valid, unrestricted Michigan driver's license, own a reliable vehicle, carry your own insurance, and be insurable to operate fleet vehicles.
- Must be able to stand for long periods, lift 50+ lbs., bend, reach, walk, kneel, crouch, crawl, twist, climb, balance, and stoop. This job requires long periods of standing, walking, and sitting at times while working in elder homes.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check (no money-related crimes), pre-employment drug testing, pre-employment physical (including an initial TB skin test), and annual TB skin testing.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian Descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharge (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Travel to Tribal Elder's homes within Baraga County to provide in-home services related to health care and health monitoring.
2. Train in required platform software programs; TCARE, BRI CARE, and all other trainings that may be required or assigned.
3. Assist with showers/baths and all personal hygiene needs.
4. Assists with transportation to medical appointments, when necessary. – Remove
5. Provide light housekeeping services.
6. Meal prepping and grocery shopping locally.
7. Assists with medication refills and prompts to take meds as ordered.
8. Provide supervision for safety for those with identified medical conditions such as Dementia, Hospice, High Fall Risk, Multiple Sclerosis, etc.
9. Document and report care given to clients daily.
10. Assist with health education and trainings for elders and caregivers.
11. Assist with collaboration of services with the Elder Nutrition Program, Baragaland Seniors, KBIC Health System Community Health Program, KBIC Education Department Internships, and KBOCC.
12. Assists ENP Director with Wellness Checks and Medical Loan Closet distribution equipment.
13. Screen and interview potential clients for the program by telephone or in person.

14. Make appropriate referrals for elders and caregivers.
15. Responsible for ensuring their vehicle is properly maintained, equipped, and in safe operating condition.
16. Other duties assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks that 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: June 5, 2025

Closing Date: June 20, 2025 @ 4:00 pm or until filled

TERO Approval: <u>Detrona Picciano</u>
Reviewed for barriers only!
Date: <u>6/5/2025</u>