
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB VACANCY****POSTED: 2/26/2019 UNTIL FILLED**

POSITION: Certified Medical Assistant (I)
DEPARTMENT: LVD Clinic
LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI
SUPERVISOR: Tribal Home Visiting/ DM Case Manager
EMPLOYMENT: Full Time
SALARY/PAY RATE: 13.00 – 18.00 per hour

DESCRIPTION:

The intention of this program is to further build and develop a high quality, comprehensive Early Childhood system that responds to community needs. Therefore, the Home Visiting staff should collaborate with any existing Maternal and Early Childhood programs (such as Healthy Start, Head Start and Early Head Start).

RESPONSIBILITIES:

- Serve as a Family Health Educator for the Family Spirit project at Lac Vieux Desert.
- Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program.
- Visit mother, fathers, and caregivers in their homes and teach a comprehensive parenting curriculum.
- Provide social support and connect participants to other community resources.

- Maintain data forms and tracking logs to document study activities.
- Perform educational assessments using the approved standardized testing instruments.
- Represent the Family Spirit Program and the organization's other programs during community meetings and in-service presentations for community partners and local service providers.
- Maintain confidentiality of all child/family information and records.
- Travel to other site for trainings, meetings, and other duties as needed.
- Arrange transports for clients. (Must have or obtain a Chauffeur license).
- Flexible hours according to client needs.
- All other duties as assigned.

MINIMUM QUALIFICATIONS/SKILLS:

- Current certification as Medical Assistant in the state of Michigan
- Minimum of one (1) year of working directly with children and families required.
- Must be able to communicate and interact in a sensitive and respectful way in the local tribal community.
- Must have or obtain Family Spirit Curriculum Certificate.
- Strong organizational and data management skills and experience.
- Efficient and detail oriented.
- Self-motivated and driven.
- Independent learner and worker.
- Flexible and adaptable, ability to effectively multi-task.
- Excellent professional judgement and discretion.
- Ability to communicate with families in a supportive, nonjudgmental way, as well as convene/talk with community and parent work groups.
- Good oral and written communication skills, including public speaking with large and small groups.
- Community referral experience.
- Must be able to lift up to 50 lbs.
- Must have or obtain a National Child Safety Technician card, First Aid and CPR certification.
- Ability to operate a telephone, printer, fax, copier, and computer. With experience in Microsoft Word, Excel, & Power Point.
- Ability to drive project vehicle as needed and to follow guidelines on vehicle use.
- Ability to follow worksite guidelines on personal and work cell use.
- Ability to work well with others.
- Ability to take directions and respond positively to feedback in the workplace.
- Current driver's license issued by the State of Michigan and good driving record (hired candidate will need to provide a copy of a current driver's license).
- Obtain Chauffer's license to transport clients, prior to being hired.
- Ability to travel with overnight stays required as needed. Some evening and weekend work may be required.
- This position will maintain current CPR certification.

- This position will require successfully passing a Criminal History Investigation and maintain background clearance as required by the employer and any collaborating agencies.

1. *The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

Date Approved by the Tribal Council: 12/5/2017