

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

*P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
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JOB VACANCY

POSTED: 10/07/2020 - Until Filled

POSITION: **Chiropractic Assistant/Marketing Coordinator**

LOCATION: **Lac Vieux Desert Health Center, Watersmeet, MI**

SUPERVISOR: **Chiropractor/Clinical Manager/Health Director**

EMPLOYMENT: **Full Time**

SALARY/PAY RATE: **12.00 – 15.00 per hour**

DESCRIPTION:

This position is an exciting opportunity for someone who is an energetic self-starter, who is creative, artistic and enjoys managing multiple projects. The Chiropractic Assistant/Marketing Coordinator work under the immediate supervision of the Chiropractor/Health Director and is responsible for a range of tasks. This position is responsible for the daily tasks in the chiropractic department, including rooming patients and assisting with therapy applications, as needed. The marketing portion of this position is tasked with a broad variety of out bound related marketing activities. The candidate will be expected to manage creative projects and events from concept to completion with guidance from the Health Director.

RESPONSIBILITIES:

- Monitor and maintain patient flow according to doctor's schedule.
- Retrieve and room patients for doctor exam and adjusts from the main lobby and waiting room.
- Assist with patients in the therapy bay.
- Adhere to policy and procedures including HIPAA law.
- Prepare and manage timelines for marketing projects.
- Design, create and manage marketing production related efforts such as promotional items, printed, and multimedia and direct mail pieces.
- Help plan and participate in clinic marketing events.
- Ensure that all creative marketing materials undergo Health Director review.
- Deliver create marketing concepts, scripts and storyboards for briefs supplied.
- Identify new and innovative means of marketing in a growing and very competitive market.
- Develop strategic marketing links through marketing partners, YouTube, Facebook, Twitter and community organizations.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must be able to communicate professionally and effectively, verbally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be self-motivated and able to work with little direction.
- Ability to ensure timely completion of assignments and ability to work to meet deadlines.
- Must have Excellent computer skills, at a minimum candidate must have working knowledge of Adobe InDesign, Photo Shop, Microsoft Office, Power Point, etc.
- Must be punctual when reporting to work, during breaks, and attending meetings.
- Ability to meet deadlines and/or targets.
- Driving creativity and a strong eye for detail.
- Ability to brainstorm and develop ideas for creative marketing campaigns.
- Knowledge of social trends and commercial awareness.

Preference will be given to qualified individuals of American Indian descent.

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. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.

Date Approved by the Tribal Council: 09/01/2017