

KEWEENAW BAY INDIAN COMMUNITY

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

2020 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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

HEALTH SCREENER / FILL IN CLEANING PERSON

One (1) Part-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
- Copy of High School Diploma, GED, or High School Certificate of Completion
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of 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
Phone: 906-353-6623 Ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

The 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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
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POSITION: Health Screener / Fill in Cleaning Person
Two (2) Part-time, non-exempt positions

LOCATION: KBIC Medical Clinic
Baraga, MI 49908

SUPERVISORY CONTROL: Assistant Health Administrator

SALARY: Grade 3 Minimum starting wage \$10.00/hr

QUALIFICATIONS:

- 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 be able to lift 50 pounds unassisted
- General knowledge or experience working with the Native American community preferred.
- Ability to work effectively with others for timely job completion.
- Must maintain strict confidentiality.
- Must have a pleasant demeanor.
- 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 screening, and a pre-employment physical.

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

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

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DUTIES AND RESPONSIBILITIES:

1. The **Health Screener** greets, screens, and asks health-related questions to all individual patients and visitors entering the KBIC Medical Clinic. This role is key to ensuring that the onsite location is a safe and healthy environment for all patrons. The Health Screener will perform front door tasks such as med pick up from the pharmacy and med distribution to patients along with corresponding with patients and patrons who drive up to the dolly port.
 - Greets all incoming individuals at the KBIC Medical Clinic (employees, patients, and patrons)
 - Acts as the first point of contact for patients and patrons entering the KBIC Medical Clinic
 - Triage patients and patrons to determine if they may be at risk for Covid-19
 - Asks prompted health-related questions and follows a structured screening protocol
 - Uses designated device to obtain a temperature reading
 - Evaluates temperature and health-related questions to determine next steps in the protocol.
 - Must be familiar and follow office policies and procedures including Patient Confidentiality and HIPPA requirements.
 - Follows all requirements related to personal protective equipment and infection prevention and control procedures
 - Ensures patients and patrons are properly masked and practice safety guidelines before entering the KBIC Medical Clinic
 - Answers and/or directs individuals' questions as needed
 - Med pick up from pharmacy/ med distribution to patient
 - Collecting packages from vendors and bringing them inside the KBIC Medical Clinic

2. Fill-in **Cleaning Person** will be responsible for filling in when the cleaning person is on leave time for the General clean-up of the KBIC Medical Clinic.
 - Sweeps, mops, scrubs and vacuums hallways, stairs, and office spaces.
 - Gather and empty all trash and haul to the dumpster.
 - Performs routine, light manual work in cleaning offices, hallways, and public areas using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.
 - Cleans and disinfects restrooms, toilets, and sinks.
 - Replenishes cleaning supplies and paper products in restrooms and other facilities as necessary.
 - Dust and cleans walls, doors, windows, woodwork, and furniture.
 - Complete non-routine cleaning and hauling of equipment to specified job orders, handle emergency cleaning and upkeep request and tackle heavy cleaning jobs upon request
 - Mix and dispose of all cleaning solutions appropriately

- Follow all health and safety regulations as required by CDC guidelines
- Performs other job-related duties as assigned by the supervisor.

Distribution Date: October 29, 2020

Closing Date: November 13 @ 4:00 p.m. or until filled

TERO Approved: *Debra Picciano*
Reviewed for barriers only!
Date: *10/29/2020*