

KEWEENAW BAY INDIAN COMMUNITY

2023 TRIBAL COUNCIL

DOREEN G. BLAKER, President
TONI J. MINTON, Vice President
ELIZABETH "LIZ" JULIO, Secretary
ROBERT "R.D." CURTIS, JR., Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

EDWARD M. EDWARDS
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
RANDALL R. HAATAJA
KIM KLOPSTEIN
SUSAN J. LAFERNIER
RODNEY LOONSFOOT

NURSE PRACTITIONER

One (1) full-time, 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'
- ☐ Copy of CPR/First Aid Certification (if applicable)
- ☐ Copy of Nurse Practitioner license
- ☐ Copy of valid, unrestricted Driver's License
- ☐ Satisfactory Central Registry Clearance form MI 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: 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:

NURSE PRACTITIONER

One (1) full-time, exempt position

LOCATION:

Donald A. LaPointe Health & Education Facility
Baraga, MI 49908

SUPERVISORY CONTROL:

Chief Medical Officer

SALARY:

Negotiable

QUALIFICATIONS:

- Must have a current Nurse Practitioner licensure to practice in Michigan or any U.S. State or Territory.
- Must have a valid, unrestricted driver's license and must be insurable to operate fleet vehicles.
- Must have at least 3 years of Family Practice clinical experience.
- General knowledge of Indian cultures or experience working with Native American people.
- Computer skills required. Must know about Electronic Health Record (EHR).
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and a pre-employment physical.

MANDATORY ANNUAL REQUIREMENTS:

- BLS Training
- Universal Precautions
- TB Skin Test
- Mandatory Reporter Training

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 behavior or dishonorable discharges (need DD214).

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ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Effectively identifies, evaluates, and addresses disease prevention and health promotion issues of the population in the practice while administering patient care.
2. Works in an independent and interdependent relationship with members of the medical staff, which allows for consultation and collaboration or referral.
3. Responsible for the diagnosis and treatment of acute, chronic, and long-term healthcare issues.
4. Educates patients and/or families about preventative care, medical issues, and the use of prescribed medical treatments and/or medications
5. Maintains legible, accurate, and confidential medical records. Documents all medical evaluations, diagnoses, procedures, treatments, outcomes, education, referrals, and consultations promptly.
6. Facilitates evaluation of records by physicians, peers, and quality and standards according to protocols, and receives and implements constructive directives.
7. Analyzes new knowledge gained from conferences, workshops, professional literature, or "hands-on training" and assimilates this knowledge into clinical practice.
8. Other duties as assigned by the Chief Medical Officer.

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 a similar kind or level of difficulty.

Distribution Date: September 28, 2023

Closing Date: October 13, 2023 @ 4:00 p.m. or until filled

TERO Approved: Darby Picciani Date: 9/28/23

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: _____
Last First Middle

☐ I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

☐ Driver's license number: _____

☐ Date of Birth: ____/____/____

Signature _____

Or

☐ I do not have a valid license as of Date: ____/____/____

☐ Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

☐ Copy of license

☐ Copy of personal vehicle insurance coverage

DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST
Michigan Department of Health and Human Services
(Revised 5-23)

COPY PHOTO ID HERE
OR
ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)			
Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth	
Address	City	State	Zip Code
Phone Number	Email		
<input type="checkbox"/> I would like to pick up my results in _____ County (For Michigan Residents Only).			
Signature Required for Individual Being Cleared			Date

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box			
<input checked="" type="checkbox"/> Employer			
<input type="checkbox"/> Volunteer Agency			
<input type="checkbox"/> Out-of-State Child Caring Institution			
<input type="checkbox"/> Out-of-State Adoption/Foster Care Home Screening			
<input type="checkbox"/> Michigan Court/Law Enforcement/Department of Corrections/Prosecuting Attorney			
<input type="checkbox"/> Individual Self-Request			
Name of Agency or Organization		Name of Requester	
Keweenaw Bay Indian Community		Personnel Department	
Address	City	State	Zip Code
16429 Bear Town Road	Baraga	MI	49908
Email	Fax	Phone Number	
personnel@kbic-nsn.gov	906-353-8068	906-353-6623	