
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 DESCRIPTION

POSITION: Chiropractic Assistant

DEPARTMENT: LVD Health Center

LOCATION: Watersmeet, MI

SUPERVISOR: Chiropractor/Clinical Manager

EMPLOYMENT: Part time – (2 days/week) Wednesday & Friday

SALARY/PAY RATE: \$10.00 per hour

DESCRIPTION:

Chiropractic Assistants work under the immediate supervision of the chiropractor and are responsible for a small range of tasks in the chiropractic department, including rooming patients and assisting with therapy applications, as needed.

RESPONSIBILITIES:

- Monitor and maintain patient flow according to doctor's schedule
- Retrieve and room patients for doctor exam and adjustments from the main lobby and waiting room
- Assist with patients in the therapy bay
- Adhere to policy and procedures including the HIPAA law
- All other duties as assigned by supervisor.

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 be punctual when reporting to work, during breaks, and attending meetings.

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. 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