

Attorney - Health and Insurance

Legal

Summary:

Provides legal counsel to the Health & Wellness Center and the tribe's insurance department and general insurance coverage to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Office location in Milwaukee or Crandon, Wisconsin

Duties and Responsibilities:

- Provides legal guidance and advice involving various areas of law involving health care providers, pharmacy, vision, dental and other clinic needs and overall insurance needs of the tribe.
- Reviews, researches, interpret, and prepare both written and oral opinions on a wide variety of legal issues.
- Drafts, reviews, and approves policies and procedures, regulations, bylaws, contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences.
- Other duties as assigned.

Requirements (Education, Experience, Knowledge, Skills, Abilities):

- Juris Doctorate from an American Bar Association accredited law school; Licensed to practice law in the State of Wisconsin. If not licensed in the State of Wisconsin or the Tribal bar, then must be willing to take the State and Tribal bar exam to become a member thereof within one year of employment.
- At least three years of experience in tribal operations, preferred.
- Knowledge of corporate and/or governmental management, preferred.
- Research and knowledge of federal, state, tribal, and local law.
- Ability to manage a number of priorities simultaneously.
- Ability to work extended hours and various work schedules.
- 8 years' experience preferred.
- Must maintain confidentiality.

Physical Demands

Lift / Carry 50#

Not Applicable

Lift / Carry 25#

Occasional

Pull

Not Applicable

Push

Not Applicable

Hear

Frequent

See

Constant

Walk

Occasional

Stand

Occasional

Sit

Frequent

Crawl
Not Applicable

Heights
Not Applicable

Enclosed Spaces
Not Applicable

Twist
Occasional

Bend
Occasional

Climb
Not Applicable

Drive
Occasional

Operate Heavy Equipment
Not Applicable