



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Registered Nurse

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday through Friday 40 hours a week  
8:00am-4:30pm or 9:30am-6:00pm as assigned

**Salary Range:** \$22.00-\$28.00 per hour depending on qualifications and experience.

**Posting Date:** 03/15/18

**Closing Date:** 03/28/18

**Description of Position:**

As a Registered Nurse and per best clinical practice of the Lac Courte Oreilles Health Center, we incorporate the Patient Centered Medical Home (PCMH) model of practice. The Registered Nurse will provide professional nursing assessment and initiate nursing care to patients presenting themselves for care at the Lac Courte Oreilles Community Health Center. Determines the urgency of the patients presenting complaints and designates triage category.

**Qualifications:**

- Must have a valid WI Registered Nursing License
- Bachelor's Degree of Science in Nursing preferred
- Possess 2 years nursing experience preferred
- Mantoux TB test current
- Have completed Hepatitis B series
- Possess strong oral presentation skills
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
- Valid Wisconsin Driver's license
- Valid Vehicle Insurance
- Proficient in Electronic Health Record preferred

- CPR Certified
- Be able to pass pre-employment and random drug test screening
- Be able to pass a background check

### **Major Duties and Responsibilities:**

1. Actively engage with patients identified as in need of care management, including the development, maintenance, and review (pre-planning) of care plans.
2. Collaborate with the medical providers, fellow PCPs, and support staff to execute strategies, such as the Care Model, that engage patients in reducing health-risk factors and promote quality health care.
3. Use high-quality, cost-efficient care and practices.
4. Deliver high-quality and medically appropriate care in a timely manner.
5. Collaborate with other departments within health system in its efforts to carry out the clinics protocols and policies towards patient centered care.
6. Not withhold, deny, delay, or underutilize any medically necessary care.
7. Work independently and as a team that will encompass the PCMH to each individual patient within the LCOHC practice.
8. Provide general nursing care treatment to patients, assisting and working under the supervision of a licensed provider.
9. Obtains and records cursory history of present illness or problem.
10. Sets up examination room for and assists in planned procedures.
11. Obtains vital signs and prepares patient for examination.
12. Administers treatments, dispense medications and provide immunizations as ordered by provider in accordance with nursing standards, which includes all types of injections and intravenous therapy.
13. Assists with patient education, emphasizing preventive measures, nutrition, prenatal care, children care with special attention to prevalent chronic disease such as diabetes and hypertension.
14. Works with patient advocate in screening and triaging of patients.
15. Oversees patient flow for the team and department.
16. Monitor, record, and report symptoms and changes in patient's conditions.
17. Maintain accurate, detailed reports and records.
18. Charts concisely, descriptively, and legibly and includes patient's progress or lack of progress.
19. Assists in solving problems related to the welfare of patients and staff.
20. Possess good crisis intervention skills.
21. Addresses all patient and coworker contacts in a customer friendly and professional manner.
22. Helps in the coordination of referrals.
23. Consult and coordinate with health care team members.

24. Monitor all aspects of patient care.
25. Assures compliance with AAAHC.
26. Identify problems, research and recommend resolutions.
27. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making.
28. Skill in establishing and maintaining effective working relationships with patients, staff and the public.
29. Maintains timely and efficient flow of patients during the clinical day.
30. Be able to lift 50 lbs.
31. Reporting of Adverse Incidents.
32. Perform other duties as assigned by the Lead Registered Nurse.

### **Supervision and Guidance:**

The Registered Nurse reports directly to the Lead Registered Nurse with oversight by the Health Director.

**\*Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of Stated Qualifications**

**Three (3) current Letters of Recommendation**

**Academic Transcripts**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
sklecan@lcohc.com

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

*05/18/2016*

*03/13/2018*