



**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

Salary Range: \$25.00-\$30.00 per hour depending on qualifications and experience

Hours: Monday –Friday 8am-6pm (flexible for 8 hour day)

Posting Date: March 24, 2017

Closing Date: Open until filled

Description of Position:

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. The RN assesses and documents patients' questions or concerns. Familiar with standard concepts, practices, and procedures within the medical clinical setting. Relies on professional experience and judgment to accomplish goals. Assess, implements, and monitors the delivery of individualized patient care with the goal of optimizing the patient's health status. Expected to utilize critical decision making skills in the triaging of patients. Incorporate the Medical Home Model Approach for all patients care.

Qualifications:

- Current RN licensure in the State of WI
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school required
- 2 years experience in ambulatory care setting required
- Experience in utilization review, knowledge of managed care rules and regulations, and government policy rules and regulations preferred
- Excellent assessment and triage skills. Critical analysis skills required
- Mantoux TB test current

- Have completed Hepatitis B series
- Ability to read and comprehend patient information
- Ability to communicate effectively with patients, physician, and coworkers.
- Proficient in Electronic Health Record preferred
- Excellent computer skills required, including word processing and spreadsheets
- Current BLS Certification
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license
- Valid Vehicle Insurance
- Must be able to pass pre-employment and random drug screening
- Must be able to pass a criminal background check

Duties and Responsibilities:

1. Provide general nursing care treatment to patients, assisting and working under the supervision of a licensed provider.
2. Sets up examination room for and assists in planned procedures.
3. Obtains vital signs and prepares patient for examination.
4. 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.
5. Assists with patient education, emphasizing preventive measures, nutrition, prenatal care, children care with special attention to prevalent chronic disease such as diabetes and hypertension.
6. Assesses patients calls for urgency and prioritizes appropriately.
7. Utilize the nursing process when providing patient care; assess, plan, intervention, evaluation.
8. Recognizes life –threatening situations and responds accordingly based on protocols in place.
9. Advises patients regarding problems/symptoms professionally and compassionately at all times.
10. Utilize the Triage protocols when advising patients.
11. Have a plan in place for patients in distress, and depending on severity collaborate with the licensed physician.
12. Remain calm in during stressful situations.
13. Respond proficiently to patients needs with an emphasize on productivity.
14. Maintain a high level of confidentiality.

15. Monitor, record, and report symptoms and changes in patient's conditions.
16. Maintain accurate, detailed reports and records.
17. Charts concisely, descriptively, and includes patient's progress or lack of progress.
18. Possess good crisis intervention skills.
19. Facilitates a harmonious work environment, whereby treating all coworkers with respect and dignity.
20. Actively engage with patients identified as in need of care management, including the Case Management development, maintenance, and review (pre-planning) of care plans.
21. Provide general nursing care treatment to patients, assisting and working under the supervision of a licensed provider.
22. Maintain a safe work environment
23. Must maintain infection control standards.
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. Reporting of Adverse Incidents.
29. Participate in Incident Command as assigned by management.
30. Perform other duties as assigned by the Lead RN.

Supervision and Guidance:

The Registered Nurse reports directly to the Lead RN with oversight by the Medical 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.

03/22/2017