



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

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

### **Position Description**

**Position:** Recovery Clinic Registered Nurse

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

**Salary Range:** \$37.24 – 43.76

**Posting Date:** 03/05/2026

**Closing Date:** 3/19/2026

**Classification:** Non-Exempt

#### **Position Summary:**

The Recovery Clinic RN provides clinical nursing care, psychiatric support services, patient education, and case management to individuals with Substance Use Disorders (SUD) and co-occurring mental health conditions. This position supports the MAT Providers and psychiatric services in delivering comprehensive, integrated outpatient care. The RN may also assist with clinic operations such as scheduling and registration when needed.

#### **Qualifications:**

1. Current Registered Nurse license in the State of Wisconsin (BSN preferred).
2. Experience working with patients with Substance Use Disorders and/or co-occurring mental health conditions required; case management experience preferred.
3. Minimum of two years RN experience preferred; experience in psychiatric or behavioral health settings strongly preferred.
4. Current CPR certification.
5. Completion of Hepatitis B series and current Mantoux TB.
6. Valid Wisconsin driver's license, reliable transportation, and current vehicle insurance.
7. Ability to pass criminal background check, pre-employment, and random drug screening.
8. Proficient in computer and keyboard use, including electronic medical record systems.
9. Knowledge of HIPAA regulations and commitment to patient confidentiality.
10. Strong communication skills and ability to work effectively with individuals experiencing substance use and mental health disorders.

11. Ability to triage appropriately to primary care, emergency department, psychiatric services, behavioral health, AODA, and other specialty services.
12. Reliable, detail-oriented, flexible, and able to work independently and collaboratively within an interdisciplinary team.

### **Duties and Responsibilities:**

#### **Clinical & Psychiatric Care:**

- Room patients, obtain vital signs, reconcile medications (including psychiatric medications), review allergies, conduct pill counts, and process urine drug screens.
- Monitor patients receiving Medication Assisted Treatment (MAT) and psychiatric medications for effectiveness, adherence, and adverse effects.
- Initiate and document patient visits in the EMR, including mental health screening results and clinical observations.
- Administer injections as ordered when applicable.
- Return patient calls related to medications, psychiatric symptoms, and clinical concerns in a timely manner.
- Assist with suicide risk screening, withdrawal monitoring, and behavioral health assessments within RN scope of practice.
- Coordinate care with primary care, psychiatric providers, behavioral health therapists, specialty providers, and external treatment centers.
- Perform occasional community visits when indicated.

#### **Patient Education & Case Management:**

- Provide education related to SUD, relapse prevention, psychiatric conditions, medication adherence, and recovery-oriented care.
- Educate patients on MAT medications, psychiatric medications, potential side effects, and symptom management strategies.
- Conduct case management for assigned patients, including coordination of care for complex medical, psychiatric, and psychosocial needs.
- Support patients with referrals to counseling, psychiatric services, higher levels of care, crisis services, and community resources.
- Participate in small group education sessions addressing recovery, coping skills, and mental health wellness.
- Incorporate the Medical Home Model and trauma-informed care principles into service delivery.

#### **Clinic Operations:**

- Maintain inventory of medications and clinic supplies; coordinate with pharmacy as needed.
- Assist with answering phones, scheduling, and patient check-in when required.
- Participate in population health initiatives, outreach, and engagement efforts targeting individuals with SUD and mental health disorders.
- Attend staff meetings and contribute relevant updates, quality improvement initiatives, and educational information.
- Assist in reviewing reports and updating policies and procedures to align with current regulations, psychiatric best practices, and evidence-based SUD treatment guidelines.

**Professional Responsibilities:**

- Maintain accurate, timely, and thorough documentation in the EMR, including psychiatric observations and coordination of care activities.
- Demonstrate ethical accountability and provide oversight of delegated tasks as assigned by the MAT Director.
- Maintain current knowledge of best practices in Substance Use Disorder treatment, co-occurring disorders, psychiatric nursing, and case management standards.
- Support a collaborative, recovery-oriented, and culturally responsive clinical environment.
- Perform other duties as assigned by the MAT Director.

**Supervision:**

The Recovery Clinic Registered Nurse works under the direct supervision of the MAT Director, with oversight by the Health Director.

**Application Requirements:**

Applicants must submit:

- Letter of Interest
- Resume
- Credentials and proof of qualifications
- Three (3) current letters of recommendation
- Academic transcripts

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center

Human Resources

13380 W Trepania Road

Hayward, Wisconsin 54843

Phone: 715-638-5132

Email: [healthcenterhr@lcohc.com](mailto:healthcenterhr@lcohc.com)