



**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: Community Health Nurse Director

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Hours: Monday – Friday 8:00am – 4:30pm

Posting Date: December 17, 2021

Closing Date: Open until filled

Description of Position:

The Health Center's Community Health Nurse Director plans, implements, and evaluates a comprehensive Community Health Nursing program for the Lac Courte Oreilles Reservation. Work activities include communicable disease control, chronic disease management, maternal and child health, school screening programs, and in-home-care.

Qualifications:

- Bachelor Degree in Science of Nursing Required, Master's Degree preferred
- One (1) year experience in hospital or clinical setting
- Two (2) years experience in Community Health Nursing preferred
- Two (2) years experience in a Supervisor Position preferred
- Current WI Nursing License
- Mantoux TB test current
- Completed Hepatitis B series
- Possess strong oral and written presentation skills
- Must be able to pass a background check
- Valid WI Driver's License
- Reliable transportation
- Proof of Vehicle insurance
- Must pass pre-employment and random drug testing
- Knowledge of health programs including disease management, pharmacology, counseling techniques, and quality assurance and research methods.

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Major Duties and Responsibilities:

1. Provide nursing leadership in the planning, development, implementation, and evaluation of Community Health programs.
2. Supervise all Community Health workers.
3. Records information and counsels patients regarding communicable disease as required by law.
4. Prepares patients for examinations and obtains specimens as indicated.
5. Confer with other medical personnel on problem cases.
6. Make home visits and follow-up visits to patients and family health needs offering nursing services, advice, counseling, and instruction for prenatal and postpartum supervision, child health care, persons that may have contacted a communicable disease, high risk children in need of medical or nursing assistance, family planning, and outreach services.
7. Recommends referrals to appropriate health care providers as necessary in coordination with Primary Care Provider.
8. Oversee coordination for Transportation, Diabetic Foot Care, Optical, and Community Health Representatives Schedules.
9. Work with other community organizations in planning health related activities especially Elderly Services.
10. Provide nursing care to chronically ill patient problems, such as those with hypertension/diabetes in the office.
11. Provides counseling on preventive care to individuals and organizations by guidance, and nutrition education, prevalence of common illnesses, child growth and development patterns, mental health and general health maintenance.
12. Responsible for administration and reporting requirements of the LCO Community Health Programs, including epidemiology surveys and field investigations.
13. Manages multiple grants, and is appropriate in reaching deadlines and objectives.
14. Make sure all services by the Community Health Department are billed timely.
15. Responsible for keeping the Community Health Nursing Policies and Procedures manual current at all times.
16. Follow through with the Schools Outreach and provide Education and services per scope of license/work.
17. Monthly Report to the Medical Director.
18. Keep track of the Community Health Finances, Budgets, expenses, etc. and report monthly to the Health Director.
19. Oversee Infection Control Policy revisions and up-to-date.
20. Participate on the Incident Command Team as assigned by Management.
21. Strategic Planning (develop, submit, update and report on for the CH Department). Have Grant work plans included in this report.
22. Submit Budget Justifications with your monthly, quarterly, and annual reports.
23. Assist in WI disease reporting investigations.
24. Responsible for reporting Adverse Incidents.
25. All other duties assigned by the Medical Director.

Supervision and Guidance:

The Community Health Nurse Director will work under the direct supervision of the Medical Director. This individual works closely with all programs and services of the Health Center. Specific guidance regarding the services of the Community Health Nurse are contained in the Health Center's Community Health Nursing Policies and Procedures Manual.

***Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) 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

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.

12/15/2021

12/17/2021