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: Negotiable

Posting Date: 09/02/2022

Closing Date: 09/16/2022

Description of Position:

The Registered Nurse will help in the coordination of the overall interdisciplinary plan of care for patients with chronic conditions or at risk for chronic conditions being referred for continual care through the referral process. Collaborates with the health care team to empower patients to manage their chronic conditions. Assists patients, who are at risk for developing chronic conditions, to minimize these risks. Assess, plans, implements, monitors, and evaluates the delivery of individualized patient care with the goal of optimizing the patient's health status. Provides self-management support and patient education. Incorporate the Medical Home Model Approach for all patients care.

Qualifications:

- Must be a licensed Wisconsin Registered Nurse
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school preferred
- 2 years experience in ambulatory care setting preferred
- Certification in case management desired
- Experience in utilization review, knowledge of managed care rules and regulations, and government policy rules and regulations preferred
- Excellent assessment and triage skills
- Mantoux TB test current
- Have completed Hepatitis B series

- Possess strong presentation skills
- Critical analysis skills
- Ability to supervise other nursing staff
- Proficient in Electronic Health Record
- Excellent computer skills required, including word processing and spreadsheets
- CPR Certified
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license
- Vehicle Insurance
- Must be able to pass 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. Works with patient advocate in screening and triaging of patients.
7. Monitor, record, and report symptoms and changes in patient's conditions.
8. Maintain accurate, detailed reports and records.
9. Charts concisely, descriptively, and legibly and includes patient's progress or lack of progress.
10. Assists in solving problems related to the welfare of patients and staff.
11. Possess good crisis intervention skills.
12. Addresses all patient and coworker contacts in a customer friendly and professional manner.
13. Helps in the coordination of referrals.
14. Consult and coordinate with health care team members by pre-planning for Labs, immunizations, medical record requests, and provider huddles daily.
15. Must maintain infection control standards.
16. Monitor all aspects of patient care.
17. Assures compliance with AAAHC.

18. Identify problems, research and recommend resolutions.
19. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making.
20. Skill in establishing and maintaining effective working relationships with patients, staff and the public.
21. Reporting of Adverse Incidents.
22. Participate on the Incident Command Team as assigned.
23. Perform other duties as assigned by the Director of Nursing.

Case Manager Duties and Responsibilities:

1. Incorporates the Patient Centered Medical Home Model of Care using team work and ongoing care.
2. Identify the targeted population within practice site, per primary care provider referral reports.
3. Assesses the healthcare educational and psychosocial needs of the patient/family.
4. Advocates for resources and removal barriers, directs patient to Benefits Manager for assistance.
5. Collaborates with the primary care provider, patient, and members of the health care team, to assess patient, develop and implement an agreed upon plan.
6. Provides self-management support and empowers the patient to achieve optimal health and independence.
7. Implements evidence-based care, chronic disease protocols and guidelines.
8. Utilizes the Electronic Health Record to identify patients with chronic conditions, and a gap in clinical care.
9. Utilize lists, patient lists to ensure overdue tests/labs are completed, monitors individual patient progress and population management.
10. Coordinates patient care by linking patients to resources through the referral process.
11. Customize care according to patient needs and values.
12. Provides follow-up with patient/family when patient is discharged from hospital; coordinates follow-up care, and assists with the primary care provider or specialist, including follow-up referrals.
13. Participates in continuous quality improvement to enhance care management.
14. Maintains documentation for all care management activities.
15. Works continuously with practice and administration to evaluate processes, identifying problems, and purpose/develop process improvement strategies to enhance the Patient Centered Medical Home.
16. Constantly reviews the current literature regarding effective engagement and communication strategies, care management strategies, and behavioral change strategies and incorporates into the clinical practice at the LCO-CHC.
17. Serves as an advocate for the patients and their families.
18. Manages and completes assigned work plan objectives and projects in a timely manner.
19. Collaborates with the patient/family and the interdisciplinary team to ensure continuity and quality of care, and control health care costs.

20. Conducts appropriate concurrent and retrospective reviews on referred care patients to determine the appropriateness of admission, procedures, and the necessity of continued hospital care.
21. Collaborates with other medical facilities to determine medical necessity and appropriateness of care using Centers for Medicaid Medicare services approved criteria for referred patients.
22. Checks the severity of illness and triages incoming referral avenue for priority processing.
23. Refers appropriate cases to the Medical Director for medical review.

Supervision and Guidance:

The Registered Nurse reports directly to the Director of Nursing with oversight by the Medical Director and Health Director.

***Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the 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

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.

03/07/2022