



**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 Description**

**Position:** Licensed Practical Nurse (LPN)  
**Location:** Lac Courte Oreilles Community Health Center  
**Salary Range:** \$24.00 -\$29.80 depending on experience  
**Posting Date:** July 12, 2024  
**Closing Date:** July 25, 2024

The LPN will help in identifying health problems and improve a patient's quality of life through healthcare. LPNs work and record all patient interactions to develop thorough documentation about their care. The LPN will provide basic medical attention to patients while assessing their wellbeing as part of a larger medical team and support and care for patients who have substance use disorders. The LPN will assist the Medication Assisted Treatment Director in all aspects of outpatient care for patients. This position will also include providing education as well as case management.

#### **Qualifications:**

- Completion of an accredited LPN program.
- Current LPN license in the state of WI to practice.
- Medication Assisted Treatment experience preferred.
- At least 2 years clinical experience preferred.
- Strong communication skills
- Good time management and organization
- Problem-solving skills
- Excellent teamwork and collaboration skills
- Extensive knowledge of basic health care procedures
- Knowledge in measuring and administering medication
- Ability to walk or stand for long periods of time
- Excellent assessment and triage skills
- Ability to undertake a variety of diverse care tasks and work in a multidisciplinary team

- Familiarity with hospital health, safety and sanitation standards and procedures
- Understanding of confidentiality obligations and nursing best practices
- Excellent knowledge of medical and hospital terminology
- Good knowledge of MS Office and data entry
- Excellent communication and interpersonal skills
- Compassionate and able to handle stress
- Have completed Hepatitis B series
- 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 pre-employment and random drug screening
- Must be able to pass a criminal background check

**Duties and Responsibilities:**

1. Interviews patients and records their medical history and physical condition.
2. Check patients vital signs, including pulse, blood pressure, temperature, and respiration and record them in the electronic health record.
3. Process urine drug screens and room patients. This includes taking vitals, updating medication list, recording allergies completing pills counts and reviewing the general clinic informed consent, among others. This may also include requesting medications or allergies from another source.
4. Assist nursing and medical staff with basic medical tasks as assigned.
5. Update patient records in a confidential manner.
6. Administer injections as assigned.
7. Collect samples for lab testing as assigned.
8. Plans and manages patient care according to each patient's needs.
9. Explain treatments and procedures to patients and families.
10. Meet with patients and provide further education or case management, if applicable.
11. Communicate with patients' family or friends to provide advice, comfort and release instructions
12. Assist with coordinating care with other providers or treatment centers as needed.
13. Review clinic patient policies & procedures with patients.
14. Keep track of injections and supplies.
15. Clearly document patient encounters in the EMR, including phone calls and injections.
16. Return patient phone calls regarding medications or other medical issues in a timely manner.
17. Coordinate care with primary care, behavioral health and other providers as needed.
18. Adhere to ethical and legal nursing standards and regulations.
19. Incorporates the Medical Home Model approach for patient care.

20. Reporting of Adverse Incidents.
21. Participate on the Incident Command Team as assigned.
22. Demonstrates accountability for own ethical behavior and for delegated actions.
23. Perform other duties as assigned by the Medication Assisted Treatment Director.

**Supervision and Guidance:**

The LPN will work under the direct supervision of the Medication Assisted Treatment Director with oversight by the Medical Director.

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

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any 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](mailto: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.*

07/11/2024