



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER  
9940 N County Hwy K● Hayward, Wisconsin 54843-2186  
Telephone: 715-638-5102  
Fax: 715-634-6107  
[www.lcohc.com](http://www.lcohc.com)**

### **Position Description**

**Position:** Licensed Practical Nurse (LPN)

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

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

**Wage Range:** \$26.50 - \$32.55

**Classification:** Full Time/Non-exempt

**Posting Date:** December 29, 2025

**Closing Date:** January 13, 2025

The Licensed Practical Nurse (LPN) supports the Medication Assisted Treatment (MAT) Program by providing direct patient care, education, and case management services to individuals with substance use disorders. The LPN assists in identifying health concerns, improving patient quality of life, and ensuring comprehensive, accurate documentation of all patient interactions. This role functions as part of a multidisciplinary healthcare team and supports providers in delivering high-quality outpatient MAT services

### **Qualifications:**

- Completion of an accredited Licensed Practical Nurse (LPN) program
- Current Wisconsin LPN license in good standing
- Medication Assisted Treatment or substance use disorder experience preferred
- Minimum of two (2) years of clinical experience required
- Knowledge of basic healthcare procedures and medication administration
- Excellent assessment, triage, and documentation skills
- Proficiency with Electronic Health Records (EHR) and data entry
- Strong computer skills, including Microsoft Office

- Excellent communication, interpersonal, and teamwork skills
- Strong time management, organization, and problem-solving abilities
- Compassionate, patient-centered, and able to manage stress effectively
- Ability to stand or walk for extended periods
- Knowledge of confidentiality standards, HIPAA, and nursing best practices
- CPR/BLS certification required
- Completion of Hepatitis B series (or willingness to obtain)
- Valid Wisconsin driver's license and proof of vehicle insurance
- Ability to pass pre-employment and random drug screenings
- Ability to pass a criminal/caregiver background check

## **Duties and Responsibilities:**

1. Interview patients and accurately document medical history and current condition.
2. Measure and record vital signs, including blood pressure, pulse, temperature, and respiration, in the EHR.
3. Process urine drug screens and room patients, including obtaining vitals, updating medication lists, recording allergies, completing pill counts, and reviewing clinic informed consent and policies.
4. Assist medical providers and nursing staff with assigned clinical tasks within LPN scope of practice.
5. Maintain accurate, timely, and confidential patient records.
6. Administer injections and medications as assigned.
7. Collect and prepare specimens for laboratory testing.
8. Assist in planning and managing patient care based on individual needs.
9. Educate patients and families on treatments, procedures, and medications.
10. Provide patient education and case management services as appropriate.
11. Communicate with patients' family members or support persons as authorized.
12. Coordinate care with primary care, behavioral health providers, pharmacies, and treatment centers.
13. Track and manage medication injections, supplies, and inventory.
14. Document all patient encounters, injections, and phone communications in the EHR.
15. Respond to patient phone calls regarding medications or medical concerns in a timely manner.
16. Adhere to ethical, legal, and professional nursing standards.
17. Utilize the Medical Home Model approach in patient care delivery.
18. Report adverse incidents according to clinic policy.
19. Participate in the Incident Command Team as assigned.
20. Demonstrate accountability for personal practice and delegated responsibilities.
21. Perform other duties as assigned by the MAT 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  
9940N County Hwy K  
Hayward, Wisconsin 54843  
715-638-5132  
healthcenterhr@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.*

12/22/2025