



**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:** CNA (Certified Nursing Assistant) 2 Positions  
**Location:** Lac Courte Oreilles Community Health Center  
**Hours:** Monday-Friday 8:00am-4:30pm  
**Salary Range:** Negotiable  
**Posting Date:** May 28, 2021  
**Closing Date:** 06/11/2021

#### **Description of Position:**

The Certified Nursing Assistant (CNA) will provide patient care and treatment under the direction of professional Registered Nurses and physicians. The CNA will also work with medical technology, like billing software, health information software and medical record charting software. Implement specific procedures and programs; coordinate work within the department, as well as with other departments; report pertinent information to the immediate supervisor; respond to inquiries or requests for information; assist the immediate supervisor with tasks to support department operations.

#### **Qualifications:**

1. Graduate from a Certified Nursing Assistant School in Wisconsin.
2. Current WI licensed Certified Nursing Assistant.
3. Must have exceptional people skills, be compassionate and enjoy helping others.
4. Must have phenomenal communication skills
5. Pass a criminal background check.
6. Pass pre-employment and random drug testing.

**Duties:**

1. Support and work with the Community Health RN, going to patient homes with CH RN providing support and services.
2. Accurately takes vital signs and records in patient record promptly. Weighs patients as assigned; records weight and alerts Registered Nurse to any weight gain/loss.
3. Collect information about conditions and treatment plans from caregivers, nurses and doctors.
4. Obtains and labels specimens accurately while maintaining precautions at all times.
5. Assists the staff in supporting the patient during their appointment.
6. Answer patient phone calls.
7. Prepare and set up equipment at a nurse or doctor's request as needed.
8. Performs tasks to maintain the department or area in an orderly and working condition.
9. Clean and sanitize patient areas. Sterilization of equipment.
10. Restock rooms with necessary supplies.
11. Prepares patients for the respective intervention, therapy, procedure or treatment as assigned by the Supervisor.
12. Serve as a conduit between patients and nurses and doctors and record and communicate all issues to medical staff.
13. Bring all patient concerns and issues to their supervisor.
14. Support the department and clinic operations.
15. Medical Record charting in the Electronic Health Record.
16. Reporting of adverse incidents.
17. Establishes and maintains effective interpersonal relationships with the patient and the work team.
18. All other duties as assigned by the Community Health Director.

**Supervision and Guidance:**

The Certified Nursing Assistant will work under the direct supervision of the Community Health Nurse 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.*

05/28/2021