



**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: COVID-19 Response Team Registered Nurse
(**GRANT** position through 09/30/2022)

Location: Lac Courte Oreilles Community Health Center

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

Salary Range: Negotiable

Posting Date: April 27, 2021

Closing Date: Until Filled

Description of Position:

The Lac Courte Oreilles Community Health Center (LCO-CHC) is working with Tribal Governing Board, Indian Health Service, Center for Disease Control and state and local authorities to provide surge staffing that are crucial to the nation's COVID-19 response. LCO-CHC seeks a candidate for a COVID-19 Response Team Registered Nurse to work within the Sawyer County boundaries with enrolled Lac Courte Oreilles Tribal members and IHS eligible service recipients to ensure safety, health and access to needed services related to COVID-19 pandemic. This is an outstanding opportunity to work with LCO-CHC charged with protecting the Lac Courte Oreilles Band of Lake Superior Chippewa Indians of Wisconsin public's health. The COVID-19 Response Team Nurse will lead the COVID-19 Response Team and provide public nursing health services in clinic or other community service settings which includes community and peer education, resources, testing, follow-up and outbreak management using federal, state, and local laws to support public health intervention and practice.

Qualifications:

- Must have a valid Wisconsin Registered Nurse license
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school required
- Previous work experience a in public health settings or in-home patient care is preferred

- Certification in Public Health or Case Management preferred
- Must be able to work independently and ability to self-teach and lead
- Possess strong presentation skills
- Critical analysis skills
- Proficient in Electronic Health Record required
- Excellent computer skills required, including word processing and spreadsheets
- CPR Certified required
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Experience with chronic disease, infection control, substance use and mental health
- Ability to maintain professionalism in the face of difficult situations.
- Highly detail oriented, works well within a diverse team, demonstrates a high degree of initiative and flexibility, able to communicate effectively in a positive and professional manner, able to prioritize activities when under tight deadlines, and possesses analytical skills.
- Excellent written and verbal communication skills with particular experience reviewing and editing documents.
- Outstanding interpersonal and teamwork skills; collegial; energetic; and able to develop productive relationships with colleagues, stakeholders, and partners.
- Understanding of public health concepts
- Understanding of programmatic requirements of funding sources
- Administrative understanding of the Public Health Nurse role
- Excellent decision making skills.
- Valid Wisconsin Driver's license
- Valid Vehicle Insurance
- Must be able to pass pre-employment and random drug testing
- Must be able to pass a criminal background check.

Duties and Responsibilities:

1. Manage the COVID-19 Public Health Program under supervision of the Director of Nursing with oversight from Medical Director and Health Director, direct, train and delegate to employees with minimal to no medical background working under this program.
2. Administer COVID-19 tests daily in clinic and community settings.
3. Report COVID-19 results to patients and Sawyer County.
4. Provide updated expert advice to community and answer support staff questions in individual and group education sessions.
5. Answer telephone calls from patients with questions, concerns, & providing information as necessary to ascertain patient's needs are met.
6. Will lead the Incident Command Team planning and public health response for the Covid-19 pandemic.
7. Flexible with work hours to cover the needs of COVID-19 activities and other programs and to carry out other duties as assigned by Community Health Director of Nursing.

8. Direct supervision of a team of approx. 3 people that collectively performs all functions of the COVID-19 Community Team response.
9. Liaises with client and Sawyer County Public Health Department staff; alongside client, manages initial outreach to case.
10. Allocates tasks to the team; provides oversight of team operations and performance; ensures compliance with client guidelines and protocols and shares feedback and best practices with the client.
11. Protect and maintain individuals' privacy and confidentiality.
12. Provide leadership with ongoing feedback on protocols, data collection instruments and systems to enhance their effectiveness and efficiency in meeting Call Center objectives.
13. Coordinate the unit's schedules and provide daily, remote supervision and troubleshooting.
14. Conduct phone calls, as needed, including cases and/or contacts exposed to COVID-19, to places of business a COVID-19 positive patient has frequented, and to refer patients and their families to different social services when needed.
15. Track daily and weekly progress for the unit, including test completed, cases contacted successfully, and patients provided social support and resources as needed.
16. Seek out and attend online trainings and on-going self-education related to COVID-19 related to public health role.
17. Triage with other systems and organizations to ensure safety and health of clients and staff.
18. Coordinate training and resources.
19. Other duties as assigned by the Community Health Director of Nursing.
20. Reporting of Adverse Incidents.

Supervision and Guidance:

The COVID-19 Response Team Registered Nurse will work under the direct supervision of the Community Health Director of Nursing 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

3 current letters of recommendation

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Sara Klecan, Human Resources

13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
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.

06/17/2020

04/27/2021