



**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: 2- Positions
COVID-19 Response Team Specialist
(**Temporary** position, 7/1/20-12/31/20)

Location: Lac Courte Oreilles Community Health Center

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

Salary Range: Negotiable

Posting Date: June 24, 2020

Closing Date: Until Filled

Description of Position:

The Lac Courte Oreilles Community Health Center (LCO-CHC) is working with the Tribal Governing Board, Indian Health Service, Centers for Disease Control and state and local authorities to provide surge staffing that are crucial to the nation's COVID-19 response. The LCO-CHC seeks two (2) COVID-19 Response Team Specialist 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 the 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 Specialist will assist the COVID-19 Response Team Nurse with providing public health services in clinic, home or community 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:

- High school Diploma required
- Certified Nursing Assistant or Certified Medical Assistant preferred
- Previous work experience in a healthcare setting is required

- Must be able to work as a team and independently
- Possess strong presentation skills
- Critical analysis skills
- Excellent computer skills required, including word processing and spreadsheets
- Electronic health record computer skills preferred
- Ability to obtain or have CPR Certification
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Ability to maintain professionalism in the face of difficult situations.
- Outstanding interpersonal and teamwork skills; collegial; energetic; and able to develop productive relationships with colleagues, stakeholders, and partners.
- Understanding of basic public health concepts
- Understanding of programmatic requirements of funding sources
- 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. Assist in the implementation and carryout of the COVID-19 Public Health pandemic response.
2. Administer COVID-19 tests daily in clinic, home and community outreach settings after training is received.
3. Provide updated advice and education to community, local business residing within the LCO Reservation boundaries and staff in individual and group education sessions.
4. Answer telephone calls from patients with questions, concerns, & providing resources/information as necessary to ascertain patient's needs are met.
5. Flexible with work hours to cover the needs of COVID-19 activities and other programs and to carry out other duties as assigned by COVID-19 Response Team Nurse.
6. Complete all duties assigned by the COVID-19 Response Team Nurse.
7. Compliance with client guidelines and protocols and shares feedback and best practices with the client set by the COVID-19 Response Team Nurse.
8. Protect and maintain individuals' privacy and confidentiality.
9. Report daily and weekly progress for the unit, including tests completed and patients provided social support and resources to COVID-19 Response Team Nurse.
10. Attend online trainings and on-going self-education related to COVID-19 related to public health role as assigned by the covid-19 Response Team Nurse.
11. Assist in coordination of training and resources.
12. Other duties as assigned by the COVID-19 Response Team Nurse.
13. Reporting of adverse incidents.

Supervision and Guidance:

The COVID-19 Response Team Specialist will work under the direct supervision of the COVID-19 Response Team Nurse with oversight by the Community Health Charge Nurse.

***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