



**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 Assistant  
Grant position through 09/2022

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

**Hours:** Monday-Friday 7:30am-4:30pm (8 hours as assigned)

**Salary Range:** \$15.00 per hour

**Posting Date:** April 30, 2021

**Closing Date:** 4/14/2021

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

The Lac Courte Oreilles Community Health Center (LCO-CHC) is working with TGB, IHS, CDC and state and local authorities to provide surge staffing that are crucial to the nation's COVID-19 response. LCOCHC seeks a COVID-19 Response Team Assistant 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 LCOCHC charged with protecting the Lac Courte Oreilles Band of Lake Superior Chippewa Indians of Wisconsin public's health. The COVID-19 Response Team Assistant will assist the COVID-19 Response Team with providing public health services in clinic or community settings. Services will include COVID-19 screening and assisting with community outreach testing sites as assigned.

#### **Qualifications:**

- High school Diploma required
- Exceptional customer services skills required
- Must be able to work as a team and independently
- Critical analysis skills
- 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.
- 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 Response Team.
2. Screen individual for COVID-19 (Will be taught onsite. No previous knowledge is needed.)
3. Flexible with work hours to cover the needs of COVID-19 activities and other programs.
4. Complete all duties assigned by the COVID-19 Response Team Nurse.
5. Protect and maintain individuals' privacy and confidentiality.
6. Report daily to COVID-19 Response Team Nurse.
7. Attend online trainings and on-going self-education related to COVID-19 related to public health as assigned by the COVID-19 Response Team Nurse.
8. Assist in coordination of training and resources.
9. Take temperatures and ask a list of questions of each individual coming into the health center.
10. All other duties as assigned by the COVID-19 Response Team Nurse.

**Supervision and Guidance:**

The COVID-19 Response Team Assistant will work under the direct supervision of the COVID-19 Response Team Nurse with oversight by the CO-Director of Nursing.

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

**Letter of Interest**

**Resume**

**Credentials**

**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.*

04/29/2021