



**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: Certified Nursing Assistant

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Posting Date: October 5, 2021

Closing Date: 10/19/2021

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:

- Graduate from a Certified Nursing Assistant School in Wisconsin.
- Current WI licensed Certified Nursing Assistant.
- Must have exceptional people skills, be compassionate and enjoy helping others.
- Must have phenomenal communication skills.
- 2 years' experience in ambulatory care setting preferred.
- Pays attention to detail, positive customer service skills, effective teamwork skills and proactive attitude are a must.
- Proficient in Electronic Health Record.
- Excellent computer skills required, including word processing and spreadsheets.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

- Mantoux TB test current or can complete within one week of hire.
- Have completed Hepatitis B series
- Valid Wisconsin Driver's license and Vehicle Insurance.
- Must be able to pass a criminal background check.
- CPR Certified or willing to obtain
- Must pass pre-employment and random drug testing

Duties and Responsibilities:

- Provide support services to the Registered Nurses and Providers.
- Set up for procedures and clean and disinfect rooms after each patient.
- Sterilize instruments and autoclave maintenance.
- Scheduling of Patients for Retinopathy and Podiatry appointments.
- Answering Phones and timely relaying of messages.
- Retinopathy Exam and proper documentation.
- Calling and/or mailing patient retinopathy results.
- Notify patients of need for follow up Podiatry/Eye care, Retinopathy pamphlet information given to patient.
- Room patients, accurately takes vital signs and records in patient record promptly.
- Collect information about conditions and treatment plans from caregivers, nurses and doctors.
- Obtains and labels specimens accurately while maintaining precautions at all times.
- Assists the staff in supporting the patient during their appointment.
- Prepare and set up equipment at a nurse or doctor's request as needed.
- Performs tasks to maintain the department or area in an orderly and working condition.
- Restock rooms with necessary supplies.
- Prepares patients for the respective intervention, therapy, procedure or treatment as assigned by the Supervisor.
- Serve as a conduit between patients and nurses and doctors and record and communicate all issues to medical staff.
- Bring all patient concerns and issues to their supervisor.
- Support the department and clinic operations.
- Medical Record charting in the Electronic Health Record.
- Reporting of adverse incidents.
- Establishes and maintains effective interpersonal relationships with the patient and the work team.
- All other duties as assigned by the Director of Nursing.

Supervision and Guidance:

- The Certified Nursing Assistant will work under the direct supervision of the 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

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

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.

10/05/2021