



**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:** Community Elder Care Registered Nurse (2 openings)  
**Location:** Lac Courte Oreilles Community Health Center  
**Hours:** Monday-Friday 8:00am-4:30pm  
**Salary Range:** Negotiable  
**Posting Date:** April 15, 2019  
**Closing Date:** Until Filled

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

The Community Elder Care Registered Nurse (CEC-RN) will specialize in geriatric case management and is dedicated to assisting the patient with their emotional, medical, financial, and behavioral health needs. The CEC-RN will be coordinating needed services for our elders before, during, and after hospital stays, as well as offering a thorough knowledge of available resources within the community and how to connect with them, as well as encouraging health literacy which will result in an increase in patient compliance and positive health outcomes. The CEC-RN will provide family orientated care in a high quality environment; while fostering innovations that utilize available resources that improve the overall well-being of our community.

#### **Qualifications:**

- Must be a licensed Wisconsin RN
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school required
- Previous work experience at nursing homes, retirement communities and assisted living facilities preferred
- Certification in gerontological nursing through the American Nurses Credentialing Center preferred

- Experience in utilization review, knowledge of managed care rules and regulations, and government policy rules and regulations preferred
- Possess strong presentation skills
- Critical analysis skills
- Proficient in Electronic Health Record
- 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.
- Valid Wisconsin Driver's license
- 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. Carry the case load of Community Elders with health care needs.
2. Provide basic assistance such as helping patients bathe, dress themselves, get up and down, walk, and use wheelchairs or walkers. Encourages patients to do things for themselves to retain feelings of independence and self-esteem.
3. Monitor patients' conditions and assess their vital signs, noting any physical or mental decline and reporting back to the patients primary care provider.
4. Prepares and administers (orally, subcutaneously, through an IV) and records prescribed medications.
5. Complete sufficient, timely and accurate documentation in the Electronic Health Record within 2 days of date of patient visit, patient contact or patient activity. Must be completed within 48 hours for best patient care revenue cycle processing.
6. Focus not only on the physical ailments associated with aging, but also with mental impairments such as Alzheimer's disease and dementia.
7. Recognizes and manages geriatric syndromes common to older adults, including: cardiovascular, respiratory, gastrointestinal, urinary, hematological, musculoskeletal, endocrine, neurological, psychiatric/psychosocial, integumentary, sensory and pain problems.
8. Develop professional relationships with medical facilities through the development of partnerships to ensure proper patient handoff and discharge planning.
9. Develop a professional working relationship with the Elder Center, Adult Protective Services, The Senior Resource Center, the Aging and Disability Resource Center, and the county Health and Human Services.
10. Make short- and long-term nursing care plans for the patients by consulting and coordinating with health care team members to assess, plan, implement and evaluate patient care.

11. Make home visits and suggest needed services, and will assist with the implementation of said services.
12. Address emotional concerns.
13. Evaluate living arrangements.
14. Evaluate in-home care needs.
15. Perform in home fall assessments to decrease the incidences of elder falls at home.
16. Coordinate medical services.
17. Accompany patient to appointments to ensure patient understands all instructions given and has all questions answered.
18. Discuss difficult topics and complex issues.
19. Provide caregiver stress relief.
20. Manage durable medical equipment.
21. Complete comprehensive foot exams at each patient visit and as needed. Advocate the patients needs with their family.
22. Advocate and work with our health care team within our health clinic and outside specialized agencies.
23. Assist in establishing Home Health and Long term care services and admissions to nursing homes as needed.
24. Attend doctor visits with the elder patient to improve the care plan literacy.
25. Coordinate with the hospital staff and Social Workers for appropriate care and discharge needs.
26. Respects cultural and religious practices of patients.
27. Facilitates older adults' active participation in all aspects of their own health care.
28. Promotes the desirability of quality end-of-life care for older adults.
29. All other duties assigned by the Director of Nursing.

### **Supervision and Guidance:**

The Community Elder Care Registered Nurse will work under the direct supervision of the Director of Nursing with oversight by the Health Director/CEO.

**\*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.*

04/04/2019