



**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:** Licensed Practical Nurse

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

**Salary Range:** Negotiable

**Posting Date:** August 23, 2021

**Closing Date:** September 03, 2021

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

The Licensed Practical Nurse (LPN) is responsible for providing basic medical attention to patients and assessing their wellbeing as part of a larger medical team. The LPN will help in identifying health problems and improve a patient's quality of life through healthcare. LPNs work under the direct supervision of a more experienced Registered Nurse and record all patient interactions to develop thorough documentation about their care. The LPN duties include checking vital signs, recording a patient's medical history and assisting providers with the patients care plan.

#### **Qualifications:**

- Valid WI LPN license
- 1 year experience in ambulatory care setting preferred
- Strong communication skills
- Good time management and organization
- Problem-solving skills
- Excellent teamwork and collaboration skills
- Extensive knowledge of basic health care procedures
- Knowledge in measuring and administering medication
- Ability to walk or stand for long periods of time
- Excellent assessment and triage skills
- Have completed Hepatitis B series
- Proficient in Electronic Health Record

- Excellent computer skills required, including word processing and spreadsheets
- CPR Certified
- 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 screening
- Must be able to pass a criminal background check

**Duties and Responsibilities:**

- Interviews patients and records their medical history and physical condition.
- Check patients vital signs, including pulse, blood pressure, temperature, and respiration and record them in the electronic health record.
- Assist nursing and medical staff with basic medical tasks.
- Update patient records in a confidential manner.
- Plans and manages patient care according to each patient's needs.
- Explain treatments and procedures to patients and families
- Change dressings and bandages, ensuring patients are healing properly
- Reporting of Adverse Incidents.
- Participate on the Incident Command Team as assigned.
- Perform other duties as assigned by the Director of Nursing.

**Supervision and Guidance:**

The LPN 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](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.*