



**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: Maternal Child Health Program Manager

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30 pm Full time status

Salary Range: Negotiable

Posting Date: May 28, 2021

Closing Date: June 11, 2021

Description of Position:

The Health Center's Maternal Child Health (MCH) Program Manager plans, implements, and evaluates a comprehensive Community Health Nursing program for the Lac Courte Oreilles Tribe while incorporating the Patient Centered Medical Home model approach to patient care. The MCH Program Manager will be responsible for the development, coordination, implementation and evaluation of Maternal and Child Health programs and related activities such as the WIC (Women Infant Children), Birth To 3, Honoring Our Children, and Children and Youth with Special Health Care needs programs. Work activities include communicable disease control, chronic disease management, maternal and child health, school screening programs, in-home-care, outreach, case management, and infection control. The MCH-RN will provide family orientated care in a high quality environment; while fostering innovations that utilize available resources, linking with ongoing pediatric care that improve the overall well-being of our community.

Qualifications:

- Valid WI Registered Nurse License
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school required
- One (1) year experience in ambulatory care setting required
- Two (2) years experience in Community Health Nursing preferred
- Knowledge of health programs including disease management, pharmacology, counseling techniques, quality assurance and research methods.

- Experience with Policies and Procedures relating to Infection Control
- Mantoux TB test current
- Completed Hepatitis B series or proof of completion
- Possess strong oral and written presentation skills
- Must be able to pass a background check
- Valid WI Driver's License
- Vehicle insurance
- Reliable vehicle
- Must be able to pass pre-employment and random drug testing
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Major Duties and Responsibilities:

1. Provide nursing leadership in the planning, development, implementation, delivery, and evaluation of MCH programs and quality assurance.
2. Provide direct supervision to the MCH Program Assistant.
3. Management and Facilitation of the WIC (Women Infant Children) program.
4. Complete home visits to assess individual and family health needs, providing nursing intervention and/or referral to appropriate health care providers or transportation as necessary.
5. Educate and assist individuals, families, and the community in techniques of positive health measures. Emphasis is placed on health education and prevention of illness, decrease child/maternal morbidity rates.
6. Work with other community organizations in planning health related activities.
7. Provide nursing care to chronically ill patient problems, such as those with hypertension/diabetes in the office or home environments.
8. Counsel on preventive care, guidance, nutrition, common illnesses, child growth and development patterns, infant and maternal mental health and general health maintenance.
9. A leader in engaging community participation and building and leading community coalitions.
10. Collaborate with other LCO-CHC departments to incorporate and follow the Patient Medical Home Model in efforts to carry out the clinics protocols and policies towards patient centered care.
11. Responsible for administration and reporting requirements of the Immunization Grant Management and immunization delivery.
12. Ensure all staff of the LCO-CHC are up-to-date on immunizations/TB.
13. Monitor and order vaccinations and other supplies as needed in coordination with the Director of Nursing
14. Complete comprehensive foot exams at every patient visit.
15. Follow through with all grant objectives and guidelines as assigned.
16. Ensuring all policies are developed, implemented, and updated as needed, including best practice guidelines, for Maternal Child Health Programs with approval from the CH Charge Nurse.
17. Responsible for reporting Adverse Incidents.
18. Ensure to follow the chain of command at all times.
19. All other duties assigned by the CH Nurse Director.

Supervision and Guidance:

The Maternal Child Health Program Manager will work under the direct supervision of the Community Health Nurse Director with oversight by the Medical Director and Health 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

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.