



**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:** Prevention Nurse

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

**Salary Range:** Negotiable depending on qualifications and experience

**Posting Date:** April 16, 2019

**Closing Date:** **Until Filled**

**Description of Position:** The Prevention Nurse will assess patient health problems and needs, obtain and assist with preventative or early intervention care plans, and maintain medical records for ongoing case management for care team. Administer preventative nursing outreach to provide individual, group, and school based prevention education to reduce obesity, diabetes, heart disease, substance use disorders, chronic mood disorders, and unhealthy relationship. May advise patients on health maintenance and disease prevention through case management with and on behalf of primary care team. Incorporate the Medical Home Model Approach for all patients care.

**Qualifications:**

- Must be a licensed Wisconsin RN
- Bachelor's Degree of Science in Nursing preferred
- Graduate of an accredited nursing school required
- 3 years experience in ambulatory care and community health setting preferred
- Certification in case management desired
- Experience in utilization review, knowledge of health prevention resources and linking for services, and government policy rules and regulations preferred regarding health care outreach
- Excellent assessment, motivational, and case management skills
- Mantoux TB test current
- Have completed Hepatitis B series
- Possess strong presentation skills, communication skills, and supportive care professional
- Critical analysis skills
- Proficient in Electronic Health Record rules and regulations

- 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 testing
- Must be able to pass a criminal background check

### **Duties and Responsibilities:**

1. Assure that quality age appropriate care is provided and link with services for adjunct care and interventions with and on behalf of patient.
2. Provide direct consultation to patients, including reviewing medication or treatments, immunizations education, and intervention education as outlined in best practice in accordance with nursing standards.
3. Follow up with patients to determine whether courses of treatment are effective and assess patients during follow-up appointments to assist in keeping patient in compliance with preventative and interventive care plan.
4. Provide general nursing care treatment to patients, assisting and working under the supervision of a licensed provider if needed as an on-call team member during nursing shortage.
5. Sets up community education including in-school curriculum for 6<sup>th</sup> grade through 12<sup>th</sup> grade focusing on healthy lifestyles, relationships prevention of disease and mental illness including substance use disorders.
6. Obtains vital signs and prepares patient for examination.
7. Assists with patient education, emphasizing preventive measures, nutrition, fitness, self-care with special attention to prevalent chronic disease such as diabetes, obesity, hypertension, and substance use disorders.
8. Works with collaborative care team including primary care provider, medical clinic nursing, Diabetic Program, and Behavioral Health.
9. Monitor, record, and report symptoms and changes in patient's conditions to patient and within care record.
10. Maintain accurate, detailed reports and records within 2 days (48 hours).
11. Charts clear, descriptive, and pertinent interactions in patient care and includes patient's progress or lack of progress.
12. Assists in solving problems related to patient care and agency.
13. Possess good crisis intervention skills, motivational interviewing or other best practice for addressing and assisting in making life changes for good health and wellness outcomes.
14. Addresses all patient and coworker contacts in a customer friendly and professional manner.
15. Helps in the coordination of referrals if needed with care team.

16. Consult and coordinate with health care team members for pre-planning for Labs, immunizations, medical record requests, as information is needed for continuity of care.
17. Help in the coordination of the overall interdisciplinary plan of care for patients with chronic conditions or at risk for chronic conditions being referred for continual care through the referral process.
18. Collaborates with the health care team to empower patients to manage their chronic conditions.
19. Assists patients, who are at risk for developing chronic conditions, to minimize these risks.
20. Provides self-management support and patient education in individual and group settings for all ages.
21. Assesses the healthcare educational and psychosocial needs of the patient/family.
22. Implements evidence-based care, chronic disease protocols and guidelines.
23. Participates in continuous quality improvement to enhance care management.
24. Manages and completes assigned work plan objectives and projects in a timely manner.
25. Collaborates with the patient/family and the interdisciplinary team to ensure continuity and quality of care, and control health care costs.
26. Work with grantors for meetings/planning/renewals/reports and other requirements as outlined or request under grant.
27. Manage grant working to complete grant objectives, program development, and prepare grant reports within expected timeline.
28. Assures compliance with AAAHC.
29. Identify problems, research and recommend resolutions with team members.
30. Skill in exercising a high degree of initiative, judgment, guiding patients, discretion, and decision-making.
31. Skill in establishing and maintaining effective working relationships with patients, staff and the public in a tribal community.
32. Reporting of Adverse Incidents.
33. Participate on the Incident Command Team as assigned.
34. Perform other duties as assigned by the Director of Nursing.

### **Supervision and Guidance:**

The Prevention Nurse reports directly to the Director of Nursing with oversight by the Health Director.

**\*Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**  
**Resume**  
**Credentials**  
**Proof of Stated Qualifications**

**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

*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.*

03/28/2019