



**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

Grant position

Position: Recovery Clinic Registered Nurse

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Posting Date: April 8, 2021

Closing Date: Open until filled

Description of Position:

The Recovery Clinic RN will work at the LCO-CHC Recovery Clinic providing clinical support and care to patients who have substance use disorders. This position includes clinical nursing as well as education and case management for patients. The RN will assist the Addiction Medicine Provider in all aspects of outpatient care for these patients. The RN may be asked at times to help with registration and scheduling when needed.

Qualifications:

1. Must be a licensed Registered Nurse in the State of Wisconsin. Bachelor's degree of Science in Nursing is preferred.
2. Experience working with substance use disorder patients is required.
3. Two years of work as an RN is preferred.
4. Must be able to triage appropriately to primary care, ED, behavioral health, AODA, among others.
5. Must be a team player and willing to be flexible and help where help is needed.
6. Must have a reliable vehicle with insurance and a valid driver's license.
8. Previous case management experience is preferred.
9. Must enjoy working with people and be patient and understanding.
10. Must be reliable, detail-oriented and able to work independently.

11. Must have excellent communication skills and be comfortable working with patients with substance use disorders.
12. Able to be courteous and friendly to all patients and staff members.
13. Must be able to pass a criminal background check.
14. Understand and abide by HIPAA policies and maintain patient confidentiality.
15. Proficient with keyboard and computer use.
16. Pass a pre-employment and random drug testing.
17. Current CPR certification.
18. Have completed Hepatitis B series
19. Mantoux TB current
20. Valid Wisconsin Drivers license
21. Valid vehicle insurance

Duties and Responsibilities:

1. Process urine drug screens and room patients. This includes taking vitals, updating medication list, recording allergies completing pills counts and reviewing the general clinic informed consent, among others. This may also include requesting medications or allergies from another source.
2. Review clinic patient policies & procedures with patients.
3. Start the visit note. Document vitals and other pertinent information in the clinic note.
4. Keep track of injections and supplies. Pick up injection medication from pharmacy and any other supplies from Health Center as needed and assigned by supervisor.
5. Administer injections as needed and assigned by supervisor for patients.
6. Meet with patients and provide further education or case management, if applicable.
7. Assist with coordinating care with other providers or treatment centers as needed.
8. Assist with answering phones and checking patients in to the registration software if needed.
9. Call pharmacy as needed for questions or prescriptions.
11. Clearly document patient encounters in the EMR, including phone calls and injections.
12. Return patient phone calls regarding medications or other medical issues in a timely manner.
13. Attend staff meetings and provide pertinent information and education as needed.
14. Case management of patients as assigned and as qualified.

15. Participate in teaching in small groups when requested.
16. Perform home visits if needed on occasion for patients to get UDS, pills counts, etc.
17. Coordinate care with primary care, behavioral health and other providers as needed.
18. Educate other staff on the Recovery Clinic procedures and offerings.
19. Participate in population-based activities and outreach activities to meet clinical targets.
21. Incorporates the Medical Home Model approach for patient care.
22. Demonstrates accountability for own ethical behavior and for delegated actions.
23. All other duties as assigned by the Addiction Medical Director.

Additional Requirements:

1. Has oversight of delegated tasks (assigned by Addiction Medical Director) to ensure appropriate and timely completion.
2. Will assist with review of reports, assist in ensuring policies and procedures are updated to align with current regulations and evidence based best practices.
3. Demonstrates an accurate and current knowledge base specific to Substance Use Disorders.
4. Demonstrate the ability to utilize best practices and perform according to Case Management standards for patients diagnosed with Substance Use Disorders including:
 - provide education specific to substance use disorders
 - Advanced assessment skills and knowledge in substance use disorders
 - Coordination of care for clients with complex health concerns transcending multiple medical specialties.
5. Demonstrates and promotes healthcare leadership skills.

Supervision and Guidance:

The Recovery Clinic Registered Nurse will work under the direct supervision of the Addiction Medical Director with oversight by the 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

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.

04/08/2021