



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** LPN/CMA  
**SUPERVISOR:** Nurse Supervisor  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** June 28, 2018  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to perform professional patient care in a family practice setting. Successful candidates must possess skills in injection therapy, customer service, general nursing knowledge, and electronic medical record management.

**Qualifications:** Must hold a current Wisconsin Practical Nurse License, Medical Assistant Certification or Emergency Medical Technician certification with no restrictions or violations with the Wisconsin Nursing Board or the American Association of Medical Assistants or the Emergency Medical Services Board. Preference of one year experience in a clinic setting is recommended.

**Salary:** \$12.00-\$18.00 CMA and \$15.50-21.50 LPN per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via website or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** LPN/CMA

**B. DEPARTMENT:** Peter Christensen Health Center, Nursing Dept.

**C. SUPERVISOR'S TITLE:** Nurse Supervisor

**D. DESCRIPTION OF DUTIES:** The Licensed Practical nurse (LPN) or the Certified Nursing Assistant (CAN) utilizes training when assisting with the delivery of primary health care and patient care management in the clinic setting. The LPN/CNA performs a wide variety of patient care activities including documentation within the medical record. The position requires the ability to make decisions consistent with nursing practice, clinic policies and observance of confidentiality of patient information; works as a team with providers and provides direction to clinical support staff. Specific job duties include but are not limited to:

1. Administers prescribed medications and treatments in accordance with professional standards, which includes all types of injections.
2. Prepares equipment and assists provider during treatment, examination and testing of patients.
3. Observes, records and reports patient's condition and reaction to drugs and treatments to physicians. Dispenses medication and immunizations as directed.
4. Oversees appointment bookings and ensures preferences are given to patients in emergency situations while maintaining the timely flow of patients.
5. Greets patients and prepares them for provider examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
6. Arranges for patient transfer and admission to acute care facility including contacting facility's nursing supervisor for a hospital room and providing report to admitting nurse.
7. Responds to and refers incoming telephone calls.
8. Counsels patient and family members regarding medications, diagnostic testing and other related material.
9. Maintains and reviews patient's records, charts and other pertinent information.
10. Responsible for reporting diagnostic test results to patients and families in a timely fashion and as instructed by the primary care provider.
11. Prepare rooms, sterilize instruments, equipment or supplies; stock exam rooms and ensures the exam room is clean.
12. Prepares list of medical supplies needed for procedures.
13. Responsible for proper handling and storage of all medications and immunizations stored in the office.

14. Administers immunizations to adults and pediatric patients.
15. Order ancillary testing in the electronic health record.
16. Administers intramuscular and intradermal medications.
17. Performs wound care.
18. Performs ECG's and presents results to health care provider.
19. Screens pharmaceutical representatives.
20. Attends required meetings and participates in committees as requested.
20. Participates in professional development activities and maintains professional affiliations.
21. Maintains patient privacy and security as required by HIPAA and PCHC standards.
22. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as process improvement is occurring.
23. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
24. Other related duties as required.
25. Performs related work duties as required.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Peter Christensen Health Center staff and clients.
2. **External:** Frequent contact with patients/families and other medical providers.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Clinic providers, Nurse Supervisor and Clinical Manager

**H. EDUCATION:** Must hold a current Wisconsin Practical Nurse License, Medical Assistant Certification, or the Emergency Medical Technician with no restrictions or violations with the Wisconsin Nursing Board, American Association of Medical Assistants or Emergency medical Services Board.

**I. EXPERIENCE:** Preference of one year of nursing experience in a clinic setting.

**J. SKILLS:**

1. Works as part of a team with clinic staff in a collegial and collaborative relationship in which each understands and accepts the contributions and limitations of others.
2. Ability to delegate appropriately and understands the responsibility of delegation.
3. Working knowledge of socio-cultural factors associated with the community's use of social and health care services necessary.
4. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision making.
5. Ability to understand patient attitudes and needs, develop and orient program goals and concepts accordingly, and to work effectively toward accomplishment of these goals with all staff members.
6. Ability to establish and maintain effective working relationships with officials, the public, patients, and other private and public health organizational representatives, health care personnel and community groups and organizations.
7. Ability to work under pressure and high stress, maintain personal composure, evaluate situations and act/react appropriately and use tact in dealing with visitors, patients and difficult situations while effectively managing time.
8. Knowledge of organizational policies, regulations and procedures to administer patient care.
9. Knowledge of common safety hazards and precautions to establish a safe work environment.
10. Ability to identify and maintain confidential material.
11. Ability to communicate orally and in writing information/presentations to a wide variety of staff.
12. Prepare and maintain records, writing reports and responding to correspondence.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Fast paced clinical environment
2. **Exposure to Hazards:** Daily exposure to bodily fluids and communicable diseases, toxic substances
3. **Physical Requirements:** Must be able to stand for extended periods of time. Must be able to sit for extended periods of time. Must be able to perform computer related

work for extended periods of time. Must be able to physically transfer patients. Must be able to lift at least 50 pounds with no restrictions.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the LPN/CMA to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must show proof of immunity to measles, mumps, rubella, and varicella at the time of employment and submit to a TB test prior to commencing employment. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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**Employee**

**Date**

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**Manager**

**Date**

