



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: LPN/CMA
SUPERVISOR: Nurse Supervisor
LOCATION: Peter Christensen Health Center
POST DATE: September 5, 2017
CLOSING DATE: Open until Filled

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 to three years' experience in a family practice 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

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 primary responsibility of this position is to perform professional patient care in a family practice setting. Specific responsibilities include but are not limited to the following:

1. Performs general nursing care to patients of all ages within the scope of a LPN/CMA.
2. Administers prescribed medications and treatments in accordance with professional standards, which includes all types of injections.
3. Prepares equipment and aids provider during treatment, examination and testing of patients.
4. Observes, records and reports patient's condition and reaction to drugs and treatments to physicians. Dispenses medication and immunizations as directed.
5. Maintains timely and efficient flow of patients during the clinical day.
6. Greets patients and prepares them for provider examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
7. Responsible for appropriate and clear patient education and instructions regarding treatment plan.
8. Responds to and refers incoming telephone calls. Instructs patient and family members regarding medications, diagnostic testing and other related material.
9. Maintains and reviews patients 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. Maintains examination rooms for necessary supplies and materials. Ensures cleanliness of examination rooms according to OSHA standards.
12. Responsible for proper handling and storage of all medications and immunizations stored in the office.
13. Attends required meetings and participates in committees as requested.
14. Participates in professional development activities and maintains professional affiliations.
15. Maintains patient privacy and security as required by HIPAA and PCHC standards.

16. Addresses all patient and coworker contacts in a customer service friendly and professional manner.
17. Performs related work duties as required.

E. POSITION RELATIONSHIPS:

1. **Internal:** Must be able to work in a team atmosphere which allows a high level of patient care to be delivered.
2. **External:** Must be able to work in a team atmosphere which allows a high level of patient care to be delivered. Must maintain professionalism with several specialty practices, hospitals, community resources, public health departments and all other agencies deemed necessary to provide comprehensive patient care.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Reports directly to the Nurse Supervisor and Lead Floor Nurse.

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 to three years experience in a family practice setting is recommended.

J. SKILLS: Injection therapy, customer service, general nursing knowledge, electronic medical record management.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Injection therapy, customer service, general nursing knowledge, electronic medical record management.
2. **Exposure to Hazards:** Daily exposure to bodily fluids and communicable disease.
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. 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:

Tribal Administrator **Date**