



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Community Health Nurse**
SUPERVISOR: Community Health Department Manager
LOCATION: Community Health Department
POST DATE: **May 28, 2026**
CLOSING DATE: **June 11, 2026**

General Description: The primary responsibility of this position is to apply nursing processes in the home and community. The Community Health Nurse correlates care with community members, family and health care providers at the Peter Christensen Health Center or other health care facilities.

Qualifications: Associate's Degree in Nursing is required; Bachelor's degree in Nursing preferred. Must hold a current Wisconsin Nursing License with no restrictions or violations with the Wisconsin Nursing Board. Two years' experience in the nursing field and experience in Community Health/Public Health is preferred. Current Wisconsin Drivers license and liability insurance with reliable transportation is required. Experience working with tribal populations preferred.

Salary: Negotiable depending on 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 located on our website www.ldftribe.com 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: Community Health Nurse

B. DEPARTMENT: Community Health Department

C. SUPERVISOR'S TITLE: Community Health Department Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to apply nursing processes in the home and community. The Community Health Nurse correlates care with community members, family, and health care providers at the Peter Christensen Health Center. Specific responsibilities include but are not limited to the following:

1. Make assessment and develop plan of care for client's admitted into the Community Health Nurse services.
2. Provide skilled nursing care services in the community as requested by a provider order.
3. Develop policies and procedures for the Community Health Nursing program, conduct epidemiological surveys, field investigations, and other studies to appraise health needs.
4. Plan and carry out Immunization clinics for all ages, including but not limited to flu and Covid clinics.
5. Perform duties in correlation with Emergency Preparedness.
6. Assess and coordinate Health Promotion/Disease Prevention efforts among Peter Christensen Health Center staff relative to community needs.
7. Plan for and conduct health programs and services in response to identified needs in the community, periodically evaluating progress and updating programs.
8. Assure that adequate patient health records are maintained and must have a periodic review.
9. Perform comprehensive health assessments for all age groups.
10. Assess and develop care plans for clients in their home in collaboration with a Peter Christensen Health Center medical provider; collaborate with client and family to determine physiological, emotional, and environmental needs and priorities.
11. Provide case management services to assist clients and families with the arrangement for, or refer patients/clients to needed services that cannot be provided by Peter Christensen Health Center Community Health Department staff.
12. Providing counseling for sexually transmitted diseases.
13. Assist with medication management and medication delivery.
14. Assist with the planning and coordination of HIV Prevention activities with the HIV Coordinator (see the HIV Coordinator description of duties in the HIV Prevention Program (HIVP) Grant/Contract deliverables and expectations.
15. Help manage the Harm Reduction Program with assistance from other nurses in the CHD.
16. Attend quarterly Tribal HIV Coordinator Meetings with the HIV Coordinator and attend in the absence of the HIV Coordinator.

17. Assist in developing and renewing departmental policies as necessary.
18. Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
19. Participates in mandatory trainings and completes assigned trainings.
20. Understands the principle of Quality Improvement and participates in appropriate QI projects.
21. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
22. Prepare education and proactive awareness campaigns based upon health trends, public health emergencies, and other health alerts for the community.
23. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily communication with Community Health Department, medical, ancillary services, and information technologies staff. Occasional communication with Family Resource Center, Economic Support, Aging and Long-Term Care, Human Resources, and Employee Benefits.
2. **External:** Communication with other health care facilities and other community resources as needed for patient care.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: The Community Health Nurse will perform duties in coordination with others in the Community Health Department as directed by the Community Health Manager.

H. EDUCATION: Graduation from an accredited nursing school with an Associate's degree in Nursing is required. Current Wisconsin Registered Nurse license with no restrictions or violations with the Wisconsin Nursing Board is required.

I. EXPERIENCE: Two years of experience in the nursing field. Experience in the Community Health/Public Health is preferred for a portion of the two years' experience. Working with tribal populations preferred.

J. SKILLS:

1. Valid Wisconsin Driver's license, liability insurance and reliable vehicle.
2. Current Basic Life Support certification or ability to obtain and maintain certification within 6 months of employment, maintain biannually thereafter.
3. Ability to work well in groups.
4. Ability to work cooperatively with Native American and non-Native American members of the Lac du Flambeau community and coworkers.
5. Strong organizational skills.
6. Strong written and verbal communication skills.
7. Focused home visits.
8. Medication management and medication delivery.
9. Health promotion and Disease prevention.
10. Document in electronic health record.

