



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Community Health Nurse**  
**SUPERVISOR:** Community Health Department Manager  
**LOCATION:** Community Health Department  
**POST DATE:** November 17, 2022  
**CLOSING DATE:** Open until filled

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**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. Must possess current Wisconsin Nursing License. Two years' experience in the nursing field is required. Experience in Community Health/Public Health is preferred. Current Wisconsin Drivers license and liability insurance with reliable transportation is required. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**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](http://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](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:** 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.
3. Develop policies and procedures for the Community Health Nursing program, conduct epidemiological surveys, field investigations, and other studies to appraise health needs.
4. Immunization 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. Medication management and medication delivery.
14. HIV/HCV Coordinator.
15. Manage the Safe Syringe Access Program.
16. Attend quarterly Tribal HIV Coordinator Meetings.
17. 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 with guidance of the Community Health Lead Nurse.

**H. EDUCATION:** Graduation from an accredited nursing school with an Associate's degree in Nursing is required. Current Wisconsin Registered Nurse license 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.

**J. SKILLS:**

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

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Responsibilities are performed in an office environment, community locations, and patient homes.
2. **Exposure to Hazards:** May be exposed to biohazard materials for which the employee is trained on proper use of personal protective equipment.
3. **Physical Requirements:** Sitting, standing, walking, and occasional lifting required.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Community Health Nurse 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 is subject to disciplinary action.

