



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Registered Nurse-Triage  
**SUPERVISOR:** Charge Nurse  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** November 5, 2025  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to provide professional nursing assessments, prioritize treatments according to the urgency of need, and initiate medical care to patients arriving at the facility, under the general supervision of the Charge Nurse. The Triage Nurse performs professional nursing functions to assess the severity of the patient's health concerns using protocols and algorithms in a manner that provides patient dispositions to emergency care, clinic provider appointments, and triage nurse clinic services within the scope of the licensed practice. The Triage RN will support providers in triaging all walk in patients. The position requires excellent assessment skills, the ability to make decisions consistent with nursing practice, clinic policies, and observance of confidentiality of patient information.

**Qualifications:** Must have an Associate Degree or higher from an accredited Nursing program. Desirable candidate must hold a current Wisconsin Registered Nursing License with no restrictions or violations in the Wisconsin Nursing Board. CPR, ACLS certification or ability to obtain certification within 6 months of employment. PALS certification preferred. One year in an acute care setting or experience in working in triage is 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](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:** Registered Nurse-Triage

**B. DEPARTMENT:** Peter Christensen Health Center

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

**D. DESCRIPTION OF DUTIES:** Under general supervision of the Charge Nurse, the Triage Nurse (RN) will provide professional nursing assessments, prioritize treatments according to the urgency of need, and initiate medical care to patients arriving to the facility. The triage Nurse performs professional nursing functions to assess the severity of the patient's health concerns using protocols and algorithms in a manner that provides patient dispositions to emergency care, clinic provider appointments, and triage nurse clinic services within the scope of the licensed practice. The Triage RN will support providers in triaging all walk in patients. The position requires excellent assessment skills, the ability to make decisions consistent with nursing practice, clinic policies, and observance of confidentiality of patient information. Specific responsibilities include but are not limited to:

1. Performs general nursing care to patients of all ages within the scope of a Registered Nurse and in accordance with the Wisconsin Standards of Practice for Registered Nurses.
2. Manage Triage Nurse directed patient telephone calls and from walk-in patients requesting health care services.
3. Evaluate and assess patient's health care needs based on indicated signs and symptoms utilizing established triage protocols and guidelines.
4. Obtain appropriate input and direction from the provider as needed, to determine best clinical course of action and recommendations for specific patient health care needs.
5. Accurately document in the EHR, symptoms/complaints, nursing assessment, advice provided and patient/caller response. Follows policies, procedures, and protocols to ensure consistency and departmental effectiveness as well as improve health care outcomes of patients/callers and their access to appropriate health care.
6. Coordinate and schedule same-day and walk-in appointments on the provider schedules.
7. Utilize standing orders, triage protocols and algorithms appropriately.
8. Prepares and administers immunizations and medication to adults and pediatric patients as directed and in the appropriate manner. Observes, records and reports patient's condition and reaction to drugs and treatments to provider.
9. Responsible for proper handling and storage of all medications and immunizations.
10. Identifies patients that will benefit from Care/Clinical Social Worker.
11. Performs other nursing functions as determined and assigned by Charge Nurse.
12. Attends required meetings, professional development, and training, as well as participates in committees as requested.
13. Assists in the review and development of departmental policies and annual revisions.
14. Maintains patient confidentiality according to HIPAA standards.

15. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
16. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
17. Regular attendance is required in order to carry out the essential functions of the position.
18. Other related 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, Charge Nurse, and Clinical Manager.

**H. EDUCATION:** Must have an Associate Degree or higher from an accredited nursing program. Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board. CPR, ACLS certification or ability to obtain certification within 6 months of employment. PALS certification preferred. Graduate Nurses who have fulfilled the requirements of an accredited Registered Nursing program and are awaiting state board testing and licensing will be accepted, must obtain a Wisconsin Registered Nursing license within four months of hire.

**I. EXPERIENCE:** One year of professional nursing experience in a clinic setting required. Prior experience with triage or emergency nursing preferred.

**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 the other.
2. Nursing assessment skills with/without visual inspection utilizing basic nursing theory.
3. Critical clinical thinking skills required along with demonstrated clinical competence; all while showing the ability to cope in a high stress environment.
4. Well developed interpersonal communication and listening skills and the capacity to establish emotional boundaries.
5. Working knowledge of the socio-cultural factors associated with the community's use of social and health care services necessary.
6. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision making.
7. 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.
8. Ability to establish and maintain effective working relationships with officials, the public, patients, other private and public health organizational representatives, health care personnel and community groups and organizations.
9. Knowledge of organizational policies, regulations and procedures to administer patient care.

10. Knowledge of common safety hazards and precautions to establish a safe work environment.
11. Ability to identify and maintain confidential material.
12. Ability to communicate orally and in writing information.
13. Prepare and maintain records, writing reports and responding to correspondence.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Fast paced, clinical environment.
2. **Exposure to Hazards:** Exposure to communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment.
3. **Physical Requirements:** Prolonged standing, frequent sitting and walking; bending, lifting and carrying items weighing up to 50 pounds, occasionally and up to 10lbs frequently.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Registered Nurse-Triage 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.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. 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 provide proof of immunity to measles, mumps, rubella, varicella, Hepatitis B, Pertussis/Tdap at the time of employment and submit to a TB test and FIT testing. 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. SIGNATURES:**

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Employee Date

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Manager Date

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Previously signed  
Tribal Administrator Date

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Previously signed  
Human Resources Director Date