



Employee Job Description	
Position Title: Clinical CMA/LPN	
Position ID #	
Facility: St. Croix Tribal Health Clinic	
Job Family: Health and Human Services	Comp Grade: Pay Rate
Status: Full Time	

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The CMA/LPN assists the practitioner in providing care for neonatal, child, adolescent, adult and geriatric patients by performing nursing procedures, patient education, and teaching within the position guidelines.

Essential Duties:

- Performs all clinical tasks and procedures including but not limited to rooming patients, vital signs, and telemedicine.
- Manages patient telephone calls.
- Promotes an environment of teamwork, customer service and positive communication.
- Complies with department and facility standards in all areas.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Communicates with patients and staff.
- Assists in other positions as directed.
- Engage in appropriate actions during emergency conditions (e.g. severe weather, evacuation, post-disaster etc.).
- Attends and participates in continuing education programs as assigned.
- Attends staff meetings, interdisciplinary team meetings, in-services and committee meetings as assigned.

Physical Demands/Environment Factors:

- Requires sitting, standing, and walking

- Ability to lift up to 50 pounds
- Requires use of computer, phone, general medical equipment, and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Requires good verbal and written communication skills
- Requires off-site travel with tribal fleet vehicle

Position Qualifications:

- Current CMA/LPN Certification/licensure to practice in Wisconsin required upon hire
- Must pass a Pre-employment drug test.
- Current Drivers license and a good driving record.
- Previous clinical experience preferred

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Director of Nursing

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EPIPID	Employee Printed Name	Employee Signature
Date		

Supervisor Printed name	Supervisor Signature	Date
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Job descriptions are to be reviewed and updated annually by Position Supervisor.

Job duties are to be reviewed with employee as part of the annual evaluation and as position duties and responsibilities change.

All signatures are required.