

Job details

Salary

Up to \$20 an hour to start

Job Type

Full-time/Non-exempt

Qualifications

- Driver's License (Required)
- Bilingual in English and Spanish
- Wisconsin LPN license required. Clinical experience preferred.

Full Job Description

Certified Medical Assistant/Licensed Practical Nurse

Newcap, Inc.

Green Bay Location

Summary of the Role

We are seeking to add a professional, loyal, and knowledgeable Licensed Practical Nurse who is energetic, enthusiastic, dedicated and will give 100% to the job, our organization and those we serve. The Certified Medical Assistant/Licensed Practical Nurse will provide family centered, effective, efficient, and appropriate services to the patients of Newcap in order to serve the community's healthcare needs.

You will not be bored with us! This individual must demonstrate strong problem-solving skills, have the ability to multi-task, effectively communicate with our internal and external customers and office personnel, have the ability to professionally represent our agency, and have a sense of humor because while we take what we do seriously, we love to laugh at ourselves. Well, and each other.

Why Join Newcap?

Newcap, Inc. is a private non-profit Community Action Agency whose mission since 1965 is to move people from poverty to opportunities and economic security while enhancing community development. This means you not only make a living, but you get to do good too. If you have ever wanted to make a difference every day, this is the place for you. Equitable and quality healthcare should not be determined by the amount of money you make.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Essential Duties and Responsibilities of a Licensed Practical Nurse

- Provide family centered healthcare that encompasses the wellbeing of the entire family.
- Be able to translate medically accurate information from the provider to the patient.
- Provide care to individuals across the lifespan.
- Ordering, administering, and analyzing diagnostic tests as prescribed by provider.
- Monitoring and operating medical equipment.
- Assist with expansion of family care and mental health services.
- Administering medication and other treatments including on site contraception.
- Assist in performing minor surgical procedures in the office setting
- Detecting changes in patients' health and modifying plans, as needed.
- Consulting with healthcare professionals and families.
- Training patients and their families to manage and focus on prevention of illness and injury.
- Be reliable, dependable, prompt, organized, detail oriented and ability to work well with minimal supervision – in short, just like you would want your team to be.
- Be pleasant, professional, and courteous – just what you would expect from others
- Show respect and treat all people with dignity – of course, right?
- Be flexible and able to adapt to different situations – because every day is a brand new day!
- Communicate effectively and openly.

EXPERIENCE AND SKILLS REQUIREMENTS:

- Wisconsin LPN license required. Clinical experience preferred.
- Phlebotomy experience.
- Experience with electronic medical records and charting.
- Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
- Effectively communicate verbally and in writing.

CERTIFICATIONS and Additional Skills/Experience

- Provide documentation of hepatitis and rubella immunizations/titers or be willing to obtain immunizations (at agency expense).
- BLS certification
- Completion of Family Planning Health Worker Training Program and HCET course within 90 days of hire.
- Fluency in English and Spanish preferred but not required.
- Must be vaccinated against Covid and current with CDC recommended boosters (our clinics givethem!)

Benefits:

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$20 million (and growing) 10 county organization where over 97% of our 135+ staff say “we makes a substantive difference in our community,” We offer:

- Full time, stable, year-round work.
- Monday through Thursday work week, Day shift
- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Medical insurance with very low premiums for you AND your family (they become our family too)
- Dental insurance that has no premium after the first year as long as two dental cleanings per year
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program

- Ongoing training and education
- Employee and family events
- Family friendly, family minded organization ... and the people who work

herePay: Starting at \$20 per hour

Work location:

Multiple work locations