



GRANT COUNTY
— HUMAN RESOURCES —

Hospice & Home Nursing Nurse (BSN RN / ADN RN / LPN)

Grant County Health Department – In-Home Services
FTE preferred; LTE considered

Grant County is seeking a compassionate, skilled nurse to provide in-home hospice and home nursing care under physician orders and in coordination with an interdisciplinary team, supporting patient comfort, safety, education, and quality of life.

Work Hours: Typically, Mon–Fri, 8:00 a.m.–4:30 p.m.; may vary with rotating on-call.

Starting Rate (Pending Credentials)

- BSN RN: \$3,030.40 bi-weekly salary
- ADN RN: \$2,817.60 bi-weekly salary
- LPN: \$27.79/hour

Essential Duties (assigned based on program/credential)

- Provide in-home nursing care including assessment, symptom management, and patient/family education.
- Develop/implement/update care plans; coordinate care with providers, the core team, and community resources.
- Document services and maintain records in the EMR; maintain required medical orders and reports.
- Participate in care conferences/training; support crisis situations as needed.
- Hospice RN roles include additional coordination of end-of-life comfort care and on-call (beeper) rotation as assigned.

Minimum Qualifications

BSN RN: BSN or higher; 1 year acute/long-term care (Hospice) or 1-year recent hospital/home nursing/related (Home Nursing); EMR preferred; WI RN license; must meet DHS 139.08 when applicable; pass pre-employment health screening; pass Caregiver Background Check; not on federal excluded parties list; valid WI driver's license + reliable vehicle.

ADN RN: ADN; experience as above (Hospice/Home Nursing); EMR preferred; WI RN license; pass pre-employment health screening; pass Caregiver Background Check; not on federal excluded parties list; valid WI driver's license + reliable vehicle.

LPN: WI LPN license; 1-year recent hospital/home nursing/related; electronic charting desired; pass Caregiver Background Check; not on federal excluded parties list; valid driver's license + reliable vehicle.

How to Apply: A Grant County application and job description may be obtained at www.co.grant.wi.gov or by contacting Grant County Human Resources (608) 723-2540. **Submit letter of interest, resume, and Grant County application by 4:00 p.m. Wednesday, March 18, 2026 to:**

Grant County Human Resources
111 S. Jefferson St. – PO Box 529
Lancaster, WI 53813

GRANT COUNTY JOB DESCRIPTION

TITLE: Health Nurse, BSN (Hospice)

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Assistant Director

PAY GRADE: L

FLSA: Exempt – Professional

NATURE OF WORK

Under physician's orders and in conjunction with the core team, the hospice nurse is responsible for identifying and coordinating patient/family Hospice care needs for providing preventative and supportive care to the terminally ill patients and families in their homes. The primary nurse endeavors to utilize his/her teaching, assessment, observation, and intervention skills to provide comfort care and maximize quality of life to the patient and their family.

MINIMUM QUALIFICATIONS

Education:

1. Bachelor's degree in nursing (BSN) or higher

Experience:

1. One year experience as a nurse in acute or long term care setting
2. Experience with electronic medical records (EMRs) preferred

Note:

1. Must be licensed as a professional registered nurse in Wisconsin
2. Must be able to meet the requirements as specified in Wisconsin Administrative Rule DHS 139.08 (Public Health RN requirements)
3. Must be able to pass a pre-employment health screening
4. Must be able to pass a Care Giver Background Check
5. Must not be listed as excluded on the federal government excluded parties listing
6. Must have a car for use during working hours and have a current Wisconsin driver's license

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must be able to assess and respond to the needs of patients and families in the home setting
2. Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles.

ESSENTIAL FUNCTIONS

1. Assist in assessment of needs including physical, emotional and mental status; gather data on the social, economic, and cultural factors which may influence health status
2. Provide direct care to patients in order to maintain high level of comfort and quality of life in conjunction with physicians orders and according to plan of care developed with core team

3. Follow through and modify the initial plan of care for each patient as the needs of the patient and family change
4. Coordinate care with other agency disciplines participating in patient/family care
5. Coordinate community resources available for patients as needed
6. Regularly attend and participate in Patient Care conferences
7. Assist and support family through physical and/or emotional crisis situations
8. Serve on a rotating basis with beeper and be available 24 hours, 7 days a week to patients, family, and the medical community
9. Teach and counsel family members, as well as patient, regarding:
 - a. Nursing care skills
 - b. Needs in the home
 - c. Health and emotional needs
10. Communicate with physicians concerning patient care
11. Maintain up-to-date patient records so that problems, actions, and goals are accurate and clearly stated
12. Conduct one-to-one bereavement follow-up with family as appropriate
13. Participate in agency and community health programs as requested to promote progress, growth, and understanding of hospice care
14. Exemplify familiarity with policies of the agency, and rules and regulations of State and Federal bodies which aid in determining policies
15. Carry out duties in compliance with all Federal, State, and local regulations including but are not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
16. Cover on call responsibilities as assigned
17. Other duties as assigned

SUPERVISION RECEIVED

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Hospice Nursing manual

SUPERVISION EXERCISED

Supervises Certified Nursing Assistants (CNAs)

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 03/25/2025

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date

GRANT COUNTY JOB DESCRIPTION

TITLE: Health Nurse, BSN (Home)

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Assistant Director

PAY GRADE: L

FLSA: Exempt – Professional

NATURE OF WORK

This position is a professional nurse who provides skilled nursing care to the patients in their homes. The position provides nursing services, treatments, and preventative procedures, symptomatic observation of patients in accordance with the nursing care plan, and implements rehabilitative procedures as appropriate for the patients care and safety.

MINIMUM QUALIFICATIONS

Education:

1. Bachelor's degree in nursing (BSN) or higher

Experience:

1. One year of recent hospital, home nursing, or other relevant experience
2. One year experience with electronic medical records (EMRs) preferred

Note:

1. Licensed as a professional registered nurse in Wisconsin
2. Able to meet the requirements as specified in Wisconsin Administrative Rule DHS 139.08 (Public Health RN requirements)
3. Able to pass a pre-employment health screening
4. Able to pass a Care Giver Background Check
5. Must not be listed as excluded on the federal government excluded parties listing
6. Must have a car for use during working hours
7. Must have a current Wisconsin driver's license

Knowledge, Skills and Abilities:

1. Solid nursing assessment skills
2. Ability to perform complex nursing tasks
3. Good written and verbal communication skills
4. Good teaching skills

ESSENTIAL FUNCTIONS

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Make initial assessment visit to patient to determine needs and initiate care plan
2. Re-evaluate the needs of patient at least every 60 days and document on care plan
3. Observe signs and symptoms and promptly inform the physician of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
4. Provide those services requiring substantial specialized care
5. Teach, supervise, and counsel the patient, family, and other staff members regarding the nursing care needs and other related problems of the patients at home
6. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate
7. Keep records, renew medical order sheets, and make reports as instructed by the Director
8. Maintain close contact with the Assistant Director for the purpose of reporting on assigned cases, confirmation of medical order, and re-evaluation of services needed by each patient
9. Attend such educational and training programs as required by Director
10. Carry-out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS 139, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
11. Cover on call responsibilities as assigned
12. Other duties as assigned

SUPERVISION RECEIVED

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual

SUPERVISION EXERCISED

Supervises Certified Nursing Assistants (CNAs)

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/01/2024

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date

GRANT COUNTY JOB DESCRIPTION

TITLE: Health Nurse, ADN (Home)

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Assistant Director

PAY GRADE: K

FLSA: Exempt - Professional

NATURE OF WORK

This position is a professional nurse who provides skilled nursing care to the patients in their homes. The position provides nursing services, treatments and preventative procedures, and symptomatic observation of patients in accordance with the nursing care plan. The position implements rehabilitative procedures as appropriate for the patients care and safety.

MINIMUM QUALIFICATIONS

Education:

1. Associate's Degree in Nursing (ADN)

Experience:

1. One year of recent hospital, home nursing, or other relevant experience
2. One year experience with electronic medical records (EMRs) preferred

Note:

1. Must be licensed as an RN to practice professional nursing in State of Wisconsin
2. Must be able to pass a pre-employment health screening
3. Must be able to pass a Care Giver Background Check
4. Must not be listed as excluded on the federal government excluded parties listing
5. Must have a car for use during working hours and have a current Wisconsin driver's license.

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must have solid nursing assessment skills
2. Must have the ability to perform complex nursing tasks
3. Must have good written and verbal communication skills
4. Must have good teaching skills

ESSENTIAL FUNCTIONS

1. Make initial assessment visit to patient to determine needs and initiate care plan
2. Re-evaluate the needs of patient at least every 60 days and documents on care plan

3. Observe signs and symptoms and promptly inform the physician of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
4. Provide those services requiring substantial specialized care
5. Teach, supervise, and counsel the patient, family, and other staff members regarding the nursing care needs and other related problems of the patients at home
6. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate
7. Keep records, renew medical order sheets, and make reports as instructed by the Director
8. Maintain close contact with the Assistant Director for the purpose of reporting on assigned cases, confirmation of medical order, and re-evaluation of services needed by each patient
9. Attend such educational and training programs as required by Director
10. Carry-out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
11. Cover on call responsibilities as assigned
12. Other duties as assigned

SUPERVISION RECEIVED

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual

SUPERVISION EXERCISED

Supervises Certified Nursing Assistants CNAs

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/01/2024

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date

GRANT COUNTY JOB DESCRIPTION

TITLE: Health Nurse, ADN (Hospice)

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Assistant Director

PAY GRADE: J

FLSA: Exempt – Professional

NATURE OF WORK

Under physician's orders and in conjunction with the core team, the hospice nurse is responsible for identifying and coordinating patient/family Hospice care needs for providing preventative and supportive care to the terminally ill patients and families in their homes. The primary nurse endeavors to utilize his/her teaching, assessment, observation, and intervention skills to provide comfort care and maximize quality of life to the patient and their family.

MINIMUM QUALIFICATIONS

Education:

1. Associate degree in nursing

Experience:

1. One year experience as a nurse in acute or long-term care setting
2. Experience with electronic medical records (EMRs) preferred

Note:

1. Must be licensed as a professional registered nurse in Wisconsin
2. Must be able to pass a pre-employment health screening
3. Must be able to pass a Care Giver Background Check
4. Must not be listed as excluded on the federal government excluded parties listing
5. Must have a car for use during working hours and have a current Wisconsin driver's license

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must be able to assess and respond to the needs of patients and families in the home setting
2. Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles.

ESSENTIAL FUNCTIONS

1. Assist in assessment of needs including physical, emotional and mental status; gather data on the social, economic, and cultural factors which may influence health status
2. Provide direct care to patients in order to maintain high level of comfort and quality of life in conjunction with physicians' orders and according to plan of care developed with core team
3. Follow through and modify the initial plan of care for each patient as the needs of the patient and family change

4. Coordinate care with other agency disciplines participating in patient/family care
5. Coordinate community resources available for patients as needed
6. Regularly attend and participate in Patient Care conferences
7. Assist and support family through physical and/or emotional crisis situations
8. Serve on a rotating basis with beeper and be available 24 hours, 7 days a week to patients, family, and the medical community
9. Teach and counsel family members, as well as patient, regarding:
 - d. Nursing care skills
 - e. Needs in the home
 - f. Health and emotional needs
10. Communicate with physicians concerning patient care
11. Maintain up-to-date patient records so that problems, actions, and goals are accurate and clearly stated
12. Conduct one-to-one bereavement follow-up with family as appropriate
13. Participate in agency and community health programs as requested to promote progress, growth, and understanding of hospice care
14. Exemplify familiarity with policies of the agency, and rules and regulations of State and Federal bodies which aid in determining policies
15. Carry out duties in compliance with all Federal, State, and local regulations as applicable including but are not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
16. Cover on call responsibilities as assigned
17. Other duties as assigned

SUPERVISION RECEIVED

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Hospice Nursing manual

SUPERVISION EXERCISED

Supervises Certified Nursing Assistants (CNAs)

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/05/2021

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date

GRANT COUNTY JOB DESCRIPTION

TITLE: LPN Licensed Practical Nurse Homecare/Hospice

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Assistant Director

PAY GRADE: H

FLSA: Exempt

NATURE OF WORK

The LPN staff nurse is a professional nurse who may provide basic nursing services at the Grant County Health Department office, in patient's homes, or at clinics.

MINIMUM QUALIFICATIONS

Education:

1. Must be licensed as an LPN to practice nursing in the State of Wisconsin

Experience:

1. One year experience in electronic charting desired
2. At least one year of recent hospital, home nursing, or other relevant experience

Note:

1. Must have a valid driver's license
2. Must have a reliable car available during working hours
3. Must be able to pass a Caregiver Background Check
4. Must not be listed as excluded on the federal government excluded parties listing

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must have solid nursing assessment skills
2. Must have the ability to perform basic patient care
3. Ability to work flexible hours
4. Must have good written and verbal communication skills and good teaching skills

ESSENTIAL FUNCTIONS

1. Make follow up visits to continue to implement the plan of care the RN developed.
2. Observe signs and symptoms and promptly inform the RN of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
3. Provide those services requiring substantial specialized care
4. Teach, supervise and counsel the patient and family regarding the nursing care needs and other related problems of the patient at home

5. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate. Report findings to RN supervisor.
6. Maintain close contact with the supervising RN for the purpose of reporting on assigned cases, confirmation of medical orders, and re-evaluation of services needed by each patient
7. Attend such educational and training programs as required by the Director.
8. Carry out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes: Chapters 441, 250-255, Administrative Rules DHS 131, DHS 133, DHS 140, DHS 145, DHS 160 and Grant County Ordinance 26 and 49
9. Cover on-call responsibilities as assigned
10. All other duties as assigned

SUPERVISION RECEIVED

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual. LPN nurses are also under the supervision of an RN.

SUPERVISION EXERCISED

Supervises Certified Nursing Assistants: CNAs

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/13/2025

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date

