



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Tribal AmeriCorps

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** Determined by Marshfield Clinic

**Posting Date:** July 18, 2016

**Applications due no later than:** July 31, 2016

**Description of Position:**

Tribal AmeriCorps Program offers the opportunity for potential members to serve the Lac Courte Oreilles Community youth and families to strengthen the capacity of coalitions and youth serving organizations to achieve positive outcomes related to substance abuse. Members will implement prevention activities and engage in direct service with the youth. Members will assist their coalitions in implementing evidence-based prevention strategies to improve the substance abuse environments in the local tribal community. The Tribal AmeriCorps employee will be an employee of the Marshfield Clinic.

**Qualifications:**

- Be 18 years of age by September 30, 2016
- Must fill out specific AmeriCorps application that can be obtained from LCO Health Center.
- Possess a high school diploma or equivalent
- Have access to a reliable motor vehicle
- Car Insurance
- Pass an initial Drug Screen and random drug testing
- Have effective written and oral communication skills
- Possess cultural competency
- Be able to work effectively with a diverse population of people and organizations
- Be familiar with the LCO Culture and community
- Must possess basic computer skills

- Mantoux TB test current.
- Completed Hepatitis B series.
- Possess strong oral presentation skills.
- Must be able to pass a background check.
- WI Valid Driver's License.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

**Major Duties and Responsibilities:**

1. Assist the coalition in planning and implementing the Northwoods Coalition evidence and practice-based of the following Strategies for Change :
  - a. Town Hall Meeting Initiative (unit communities around the issues of substance abuse)
  - b. Prescription Drug Initiative (to safely and responsibly dispose of unwanted and expired medications to protect families and protect our waters. Work with the local Law Enforcement at Prescription Drug take-back or help in establishing a permanent drug box)
  - c. Policy Initiative and Elected Officials Education Initiative (engage communities to establish formal changes in written procedures, by-laws, proclamations, rules or laws with written documentation and/or voting procedures around the issues of substance abuse. Provide coalitions tools to educate their legislative officials about substance abuse issues and solutions.)
  - d. Help coalitions increase community protective factors proven to reduce substance abuse by providing direct services to the local youth
2. Foster healthy working relationships between the LCO Health Center and outside agencies.
3. Attend all AmeriCorps required training and meetings.
4. Reporting of Adverse Incidents.
5. All other duties assigned by the Behavioral Health Director.

**Supervision and Guidance:**

The Tribal AmeriCorps worker will work under direct supervision of the Behavioral Health Director with oversight by the Health Director.

**\*Applicants for employment must submit with the completed application (Tribal AmeriCorps Program Application) form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

07/18/2016