



Pride of the Ojibwa

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****JOB ANNOUNCEMENT****

Circles of Care Data Manager

Title of Position: Circles of Care Data Manager
Posting Date: December 3, 2018
Closing Date: December 17, 2018
Salary: Negotiable
Hours: 40 hours per week
Location: LCO Tribal Government Building
Department: Indian Child Welfare and Family Services
Supervisors: Circles of Care Project Director and ICW Director
Administration: LCO Tribal Government Personnel Policies and Procedures Manual

Summary:

The Data Manager position is responsible for collecting data from a variety of sources. They work collaboratively to make sure data is collected, managed and reported clearly, accurately and securely and carry out tasks and responsibilities as listed below:

- Prepare reports, statistical comparisons, data charts and other presentation materials.
- Work with partners to establish baseline data and mental health/substance abuse protocols.
- Collect, monitor, and report on community-level data for Circles of Care grant.
- Coordinate with other federal grants to monitor and collect data.
- Coordinate data usage and sharing agreements with collaborating partners.

Qualifications for position:

- Must possess a minimum of a Bachelor degree in Social Work/Counseling/Psychology or related field OR an Associate of Arts Degree in Human Services or related field and a minimum of 5 years' experience in working with tribal communities.
- Previous experience in managing grants and data collection of similar size and scope in a tribal setting preferred.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver's License, good driving record, personal vehicle insurance and reliable transportation.
- Must be able to pass a pre-employment and random drug test.
- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Tribal preference applies.

Personal qualities

The Data Manager should be flexible, have excellent time management, communication and stress management skills and be team player.

Skills and knowledge required

Ability to form part of the collaborative process between the Project Director, partners and other members of the Circles of Care team.

He/she must have the ability to maintain a high level of energy to keep up with the pace of project demands.

Numerous deadlines and grant cycle Guidelines also requires periodic long work hours.

Organization skills with a keen eye for detail is important.

Application Procedure:

Submit a completed LCO Employment Application including Release and Authorization Form, along with a cover letter, resume and at least three (3) letters of reference. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
13394 W Trepania Road
Hayward, WI 54843**

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.