



Pride of the Ojibwa

13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

POSITION DESCRIPTION

****JOB ANNOUNCEMENT****

Circles of Care Training and Prevention Coordinator

Title of Position: Circles of Care Training and Prevention Coordinator
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: ICW Director
Administration: LCO Tribal Government Personnel Policies

Summary

The Coordinator will be responsible for the coordination of training and implementation of Services and carry out tasks and responsibilities as listed below:

- Assist the Project Director with planning and implementation of grant activities.
- Work with healthcare staff from the tribe and partnering agencies to coordinate delivery of mental health/substance abuse services for tribal youth.
- Convene community advisory board in conjunction with existing federal grants.
- Review and document successful mental health interventions in a tribal setting.
- Maintain activity records, collect evaluation information, and prepare written reports to Federal and tribal stakeholders.
- Represent grantee on state and national committees as needed.

Qualifications for position

- Must be a Licensed LPC, APSW, or LICSW to deliver mental health therapy or a Bachelor degree in Social Work/Counseling/Psychology or similar field is required and a minimum of 3 years' experience in working with tribal communities.
- Dual certification in Mental Health and AODA is 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 Coordinator should be compassionate, sympathetic, and ethical in their leadership. He/she needs to be flexible, have excellent time management, communication and stress management skills and be a team player.

Skills and knowledge required

- Must be a skilled communicator with the interpersonal skills to constantly coordinate activities of diverse staff members.
- Managerial, team-building, critical thinking, and decision-making skills are a must.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the LCO Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Submit monthly and yearly reporting to program Director and for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates.
- Provide strength-based social work skills to families and be knowledgeable of trauma informed care when working with clients.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394 W. Trepania Road
Hayward, WI 54843**

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