



**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 Description**

**Position:** Prevention Specialist (5 year Grant position)  
**Location:** Lac Courte Oreilles Community Health Center  
**Salary Range:** \$13.50 - \$15.00 per hour  
**Hours:** Monday – Friday 8:00am-4:30pm  
**Posting Date:** June 14, 2017  
**Closing Date:** June 27, 2017

**Description of Position:**

The Prevention Specialist will work closely with our AODA (Alcohol & Other Drug Abuse) Prevention Coalition/Workgroup and community at large to identify, select and implement evidence-based practice/practice based evidence prevention strategies for UAD (Underage Drinking) and prescription drug abuse/misuse that are data driven, culturally appropriate, and that use the SAMHSA (Substance Abuse and Mental Health Services Association) Strategic Prevention Framework and the GLITC Inter-Tribal Strategic Prevention Plan.

**Qualifications:**

- High School Diploma
- Associate's Degree in Prevention or Substance Abuse Counseling or Related Field preferred.
- Have a current WI Prevention Specialist License or willing to gain the WI Prevention Specialist in Training License and Full Prevention Specialist License within two years.
- Experience in providing substance abuse prevention education and programming to Native American Communities.
- Experience and knowledge of local tribal culture and customs.
- Knowledge of the Electronic Health Record preferred.

- Knowledge and experience of internet software; Spreadsheet software, Excel and Word Processing, MS Office, including Outlook Software required.
- Must have strong communication skills and time management skills.
- Must be able to pass a background check.
- Must be able to pass pre-employment drug screen and random drug screens then after.
- Must have Valid WI Drivers License.
- Must have sufficient vehicle insurance coverage.
- Must abide by all HIPAA regulations.

**Major Duties and Responsibilities:**

1. Work with the Lac Courte Oreilles youth and community.
2. Coordinate all local tribal SPF-PFS (Strategic Prevention Framework-Partnership for Success) project activities.
3. Collect, store and compile local tribal project documentation.
4. Work closely with local Alcohol and Other Drug Abuse (AODA) Prevention Coalition/Workgroup to collect, analyze and report on behavioral health data as required.
5. Work closely with local representatives on the SPF-PFS Advisory Council, Inter-Tribal EBP/PBE Workgroup and Inter-Tribal Epidemiological Outcomes Workgroup (TEOW) (representatives will be designated by the Tribal Health Director).
6. Oversee Tribal/GLITC contract for SPF-PFS activities and confer with appropriate Tribal and GLITC staff to manage budget; prepare and submit all required budget reports.
7. Maintain a professional and personal code of conduct which corresponds to the SPF-PFS goals.
8. Assist in the assessment for training/technical assistance needs and provide, as necessary, utilizing partnerships.
9. Implement and report on the Community Level Instrument – data collection and input twice a year.
10. Participate on the Incident Command Team as assigned by Management.
11. Reporting of Adverse Incidents according to policy.
12. All other duties assigned by the Behavioral Health Director.

**Supervision and Guidance:**

The Prevention Specialist reports directly to the Behavioral Health Director with oversight by the Health Director.

**\*Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the completed application form additional documents including the following:**

- Letter of Interest
- Resume
- Credentials
- Proof of Stated Qualifications
- Three (3) current 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.*

01/11/2017

06/14/2017