



*Pride Of The Ojibwa  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
PHONE (715) 634-8934 • FAX (715) 634-4797 HR FAX (715) 699-1209*

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**VSSA Program Administrative Assistant**

|                        |   |
|------------------------|---|
| <b>POSITION:</b>       | <b>VSSA Administrative Assistant</b>        |
| <b>POSTING DATE:</b>   | <b>March 4, 2020</b>                        |
| <b>CLOSING DATE:</b>   | <b>Open Until Filled</b>                    |
| <b>SALARY:</b>         | <b>Negotiable</b>                           |
| <b>LOCATION:</b>       | <b>LCO Tribal Administration Building</b>   |
| <b>DEPARTMENT:</b>     | <b>ICW</b>                                  |
| <b>SUPERVISION:</b>    | <b>ICW Director</b>                         |
| <b>ADMINISTRATION:</b> | <b>LCO Tribal Policies &amp; Procedures</b> |

**POSITION SUMMARY:**

This position will require knowledge of all areas of social work including CPS investigations as well as on-going case management and court procedures. The incumbent in this position is will be responsible for providing program support to the Program Director, Foster Care Coordinator, Kinship Coordinator and Advocates on grant related activities such as: data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports.

**QUALIFICATIONS:**

- Preferred Associate's of Arts in business, human resources or accounting.
- Prefer a minimum of 2 years of experience in working in a child welfare, or a human services setting or experience in working directly with families and children.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Be knowledgeable of and able to utilize the State E-Wisacwis reporting system.
- 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 nation-wide criminal background check.

***LCO Tribal Government  
Human Resource Department  
VSSA Program Admin Asst***

- Must be able to travel when assigned.
- Tribal preference applies.
- Must be able to pass pre-employment drug screen.

**DUTIES AND RESPONSIBILITIES:**

- 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.
- Provides support and information and referral services to family members and youth.
- providing program support to the Program Director, Foster Care Coordinator, Kinship Coordinator and Advocates on grant related activities such as: data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports
- Submit monthly, quarterly and yearly reporting to program Director and for grant purposes.
- Assist with the administration of emergency victim assistance program.
- Attend the weekly Department of Social Services Staffing and provide program updates.
- All other duties as assigned by ICW Director or Assistant Director.

**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: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

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