



**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: Circles of Care Training and Prevention Coordinator

Location: Lac Courte Oreilles Community Health Center

Hours: Monday through Friday 8:00am-4:30pm

Salary: Negotiable

Posting Date: November 6, 2019

Closing Date: Open Until Filled

Description of Position:

The Circles of Care Training and Prevention Coordinator will coordinate project services and activities, including training, communication and information dissemination. This person will be responsible for educating the Lac Courte Oreilles community, children and families on mental health and substance abuse disorders. In addition, this person will work with the Circles of Care team to identify gaps in services and how to alleviate the burdens faced by the LCO community.

Qualifications:

- 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 be compassionate, sympathetic, and ethical in their leadership. Needs to be flexible, have excellent time management, communication and stress management skills and be a team player.

- 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 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 abide by all HIPAA regulations. Must be aware and strictly abide by the Code of Confidentiality.

Duties and Responsibilities:

- Assist the Project Director with planning and implementation of grant activities.
- Work with healthcare staff and partnering agencies to coordinate delivery of mental health/substance abuse services for tribal youth and families.
- 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 assigned.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Demonstrate 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 regular Department of Social Services Staffing and provide program updates As assigned by your supervisor.
- Provide strength-based social work skills to families and be knowledgeable of trauma informed care when working with clients.

Supervision and Guidance:

The Circles of Care Training and Prevention Coordinator will work under the direct supervision of the Behavioral Health Administrator with oversight by the Health Director.

Application Information:

*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

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 sklecan@lcohc.com

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.