



Pride Of The Ojibwa
13394 W Trepania Road
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*****JOB ANNOUNCEMENT*****

Coordinated Services Team Project Coordinator

POSITION: Coordinated Services Team Project Coordinator
POSTING DATE: 02/05/2018
CLOSING DATE: 02/19/2018
SALARY: Negotiable, Non-Exempt
LOCATION: LCO Tribal Administration Building
DEPARTMENT: LCO Indian Child Welfare
SUPERVISION: ICW & Family Services Director
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

The CST Coordinator will ensure that the activities proceed according to the project work plan. The primary responsibility of the Coordinator is to promote collaborative relationships between systems of care for successful service planning.

QUALIFICATIONS:

- Mature adult.
- Tribal Preference applies.
- Minimum of an Associate's Degree in Human Services or related field with at least two (2) years working in a child welfare setting.
- Must be aware of and strictly abide by the **Code of Confidentiality**.
- Must have reliable transportations, full auto insurance coverage.
- Must have a valid driver's license and a clean driving record, applicants will be required to complete a "Driver's Record Check" release of information form.
- Must be able to pass a Criminal Background Check(s)

- Must be able to pass pre-employment drug screen and random drug screens thereafter.
- Be willing and able to further education through seminars, workshops, and or trainings.
- Must have an extremely good work ethic and perform in a professional manner.
- Must be dependable, punctual.
- Must have excellent communication skills (verbal and written).
- Must be willing and able to work varying days and hours as required.
- Will be responsible to the ICW Director on all activities and phone contacts that deal with client involvement.
- Must possess good moral character.

DUTIES AND RESPONSIBILITIES:

- Bring together parents and relevant representatives from various agencies and organizations to compromise the Coordination Committee as required by Wisconsin Statutes; coordinate and support their activities and ensure training and orientation for team members.
- Work with the coordinating committee to maintain and support agency participation as established in the MOU.
- Work with coordinating committee to design coordination services for systems working the child and his or her family, ensuring compliance with established laws, regulations, policies and procedures.
- Assist the Coordinating Committee in establishing consistent measure for program development, implementation, evaluation, and monitoring of the initiative and its outcomes.
- Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.
- Ensure provision of ongoing support and training that is related to the coordinated services team process for families, care/service coordinators, and providers.
- Ensure that grant activities are completed according to the project work plan.
- Administer project budget and provide quarterly narrative progress reports to the funding agency.
- 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.

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. **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**

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