



Lac Courte Oreilles Ojibwe School

NOTICE OF NEW POSITION

Job Title: **MAKIZIN PATHWAYS PROJECT MANAGER**: Full-time 3 year grant position
Department: Lac Courte Oreilles Ojibwe School/Boys & Girls Club of Lac Courte Oreilles
Reports To: Administrator of the Lac Courte Oreilles School and
Executive Director of the Boys & Girls Club of Lac Courte Oreilles
Salary Range: Negotiable
Posting date: February 27, 2018
Closing date: OPEN UNTIL FILLED

POSITION SUMMARY:

The goal of the Makizin Pathways Project is to enhance the outcomes of court-involved youth and families by implementing a culture- and school-based program for delinquent/truant male youth ages 10-17 with co-occurring substance abuse and behavioral health issues. Participants will receive educational and counseling services coupled with community activities to deter substance abuse and reduce truant/delinquent behaviors.

The Project Director will divide his/her time between the School and Boys and Girls Club, managing the project to ensure that project objectives are achieved. Responsibilities include grants management and service coordination across tribal and nontribal jurisdictions, primarily tribal court, schools, and health and human services agencies. Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Ojibwe School Policies & Procedures Manual.

DUTIES AND RESPONSIBILITIES:

1. Manage day-to-day operations as stipulated by grant management plan and other grant documents and/or Lac Courte Oreilles Ojibwe School and Tribal Government.
2. Oversee and complete necessary intake and orientation of all new Makizin Pathways participants.
3. Coordinate service efforts between the courts, schools, health and human services, and related programs within Tribal Government and across collaborating Sawyer County Government agencies/entities.
4. Coordinate and supervise court-ordered Community Service requirements for truant youth.
7. Prepare and file in timely manner all mandated and requested reports as stipulated in the GAN and by Tribal Government or other stakeholder agencies.
8. Ensure client case files are up to date and meet or exceed standards established by the courts, schools, BIE and any other applicable program requirements.
9. Attend and participate in conferences, meetings and committees as stipulated by the GAN.
10. Attend meetings of the Lac Courte Oreilles Tribal School Board, Lac Courte Oreilles Ojibwe School, and other collaborating agencies when needed to provide updates on the Lac Courte Oreilles Makizin Pathways Program.
11. Ensure collection of data and other information to report participant outcomes.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Effective oral and written communication skills
- Excellent organizational and case management skills
- Proficient in using a PC for data entry and research (i.e. Microsoft Office, Excel, Access)
- Knowledge of facilities or agencies that provide services to Native populations
- Knowledge of the Lac Courte Oreilles Tribe and its surrounding communities, preferred
- Ability to work beyond normal school hours and including evening and weekend hours as needed by the Boys & Girls Club.
- Ability to work a full-time summer schedule at the Boys & Girls Club.

EDUCATION/EXPERIENCE:

Bachelor's Degree with a preference in Education, Social Work, or related field from an accredited college or university, or equivalent related experience preferred. Minimum AA degree required.

Two (2) years of relevant experience with youth at-risk, courts, and/or college internship related experience; and two years of supervisory experience.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos; with ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

CONDITIONS OF EMPLOYMENT:

- All applicants subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment drug screening.
- FBI Finger print check and background investigation.
- Valid state issued driver's license and/or the ability to obtain a Wisconsin driver's license. Must be insurable on the Tribe's insurance policy.
- **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**

Please submit a letter of interest, LCO School-Waadookodaading job application forms, resume and credentials to:

Lac Courte Oreilles Ojibwe School
8575 N Trepania Rd.
Hayward, WI. 54843-2191
ATTN: Preston Larson-HR Director