



*Pride of the Ojibwa*

13394 W Trepania Road . Hayward . Wisconsin . 54843  
Phone 715-634-8934 . Fax 715-634-4797

**\*\* POSITION DESCRIPTION \*\***  
**Circles of Care Project Director**

**Title of Position:** Circles of Care Project Director  
**Posting Date:** December 3, 2018  
**Closing Date:** December 17, 2018  
**Salary:** Negotiable  
**Hours:** 40 hours per week  
**Location:** LCO Tribal Government Building  
**Department:** Indian Child Welfare and Family Services  
**Supervisors:** ICW Director  
**Administration:** LCO Tribal Government Personnel Policies and Procedures Manual

**Summary:**

The Project Director position will supervise the project staff; manage the budget; and ensure that Program planning, implementation, and reporting are successfully completed and carry out tasks And responsibilities as listed below:

- Provide leadership for the planning and implementation of grant activities.
- Coordinate the hiring of project staff with the ICW Director.
- Manage grant timeline and staff responsibilities.
- Develop partnerships and coordinate cross-training opportunities with local mental health Care providers.
- Represent grantee on state and national committees as needed.

**Qualifications for Position:**

- Masters prepared counselor or Masters' Degree in Social Work/ Counseling/Psychology, and 5+ years' experience providing counseling and case management in a tribal setting.
- Must pass a background check(s).
- Must pass a pre-employment drug screen and any random screens thereafter.

**Personal Qualities:**

The Project Director should be compassionate, sympathetic, and ethical in their leadership. He/she needs to be flexible, have excellent time management, communication and stress management skills and be a team player.

**Skills and Knowledge Required:**

- Requires a high level of clinical knowledge for understanding depression, anxiety, addiction, bipolar, schizophrenia, or other disorders and their treatment.
- Must be a skilled communicator with the interpersonal skills to constantly supervise diverse staff members. Managerial, teambuilding, critical thinking, and decision-making skills are a must.
- Behavioral health directors should have the analytical skills for interpreting health regulations and applying them in new protocols.
- Organization skills with a keen eye for detail is important for directors to keep patient records, budgets, and schedules in perfect order.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- 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.
- Submit monthly and yearly reporting to program Director and for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates.
- Provide strength-based social work skills to families and be knowledgeable of trauma informed care when working with clients.

**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: Holly Trepanier, Human Resources Director  
13394 W. Trepania Road  
Hayward, WI 54843**

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