

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

**Independent Living Innovation Coordinator**

**POSITION:** Independent Living Innovation Coordinator  
**POSTING DATE:** September 27, 2018  
**CLOSING DATE:** October 11, 2018  
**SALARY:** Negotiable  
**LOCATION:** LCO Tribal Administration Building  
**DEPARTMENT:** ICW  
**SUPERVISION:** ICW Director  
**ADMINISTRATION:** LCO Tribal Policies & Procedures

**POSITION SUMMARY:**

The Indian Child Welfare Department is designed to serve and protect children's rights and needs, not only individually but also as a family unit. The ICW Independent Living Innovation Coordinator shall provide supportive services to the children and family unit as needed, with a focus on the goals of the Innovation Grant, including carrying out the responsibilities of the Innovation Grant and assisting youth with accessing and reduce transportation barriers. Some supportive services this position will provide will include, but not limited to: transportation, parenting skills, budgeting skills, nutritional skills, daily living skills and other supportive services that the child or family may need to become a productive community member. These skills will be provided to youth 15-21 years old to assist them in obtaining the skills to live independently. This position will also assist the ICW Director and the ICW Case Workers in creating a system and submitting billing for Targeted Case Management (TCM) Billing.

**QUALIFICATIONS:**

- Mature adult.
- Tribal preference applies.
- Must possess a minimum of an Associate's of Arts in Human Services or Criminal Justice or related field or working toward a degree in those related fields.

- Must have a minimum of 2 years of experience in working in a child welfare, or human services setting or experience in working directly with families and children.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Must possess excellent computer, written, and verbal communication skills.
- Must have a valid Driver's License and a clean driving record, applicants will be required to complete a "Drivers Record Check" release of information form.
- Must have reliable transportation and full auto insurance coverage.
- Must be able to pass pre-employment drug screen and random screens thereafter.
- Must have extremely good work ethic and perform in a professional manner.
- Must be dependable and punctual.
- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Works under the direct supervision of the Indian Child Welfare Program Director.

**KNOWLEDGE AND SKILLS:**

- Knowledge of the Indian Child Welfare Act.
- Must be culturally sensitive to Native American people and have practical awareness of life on the LCO Reservation.
- Must be especially aware of the needs of Native American children and their families.
- Must be able to communicate effectively, verbally and in written form with all organizational structures, including the Tribal Government, community, Human Services agencies, national, state, and county representatives, and children and their families.
- Experience with computer software and programs.
- Excellent organizational skills.
- Excellent interpersonal skills.

**DUTIES AND RESPONSIBILITIES:**

- 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.
- Provides support and information and referral services to family members and youth.
- Submit monthly and yearly reporting to program Director and for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates, review cases with the ICW Case Workers and accept referrals.
- Teaches skills in the areas of budgeting, nutrition, shopping, cleaning, parenting, daily life skills, etc.
- Prepares young people between the ages of 15-21 with independent living skills with a special focus on Driving and Transportation.
- Establish consistent measure for program development, implementation, evaluation, and monitoring of the initiative and its outcomes.
- Ensure that all grant activities are completed according to the Innovation Grant work plan.
- Assists parents in locating and maintaining adequate and affordable housing.

- Educates parents and young people and helps them find appropriate programs/resources in the community.
- Assists parents to be more independent and responsible for their children's needs through teaching appropriate discipline techniques and providing information on child development.
- Works with children/teens on identified problem areas.
- Works with disabled children, providing support and assistance with special needs.
- Provides support to family members and young people.
- Assists the families and youth in accessing healthy family activities.
- Works with the ICW Director in developing and maintaining a database system to capture and submit TCM qualified cases.
- Works directly with the ICW Case Workers in ensuring TCM Billing is submitted on a monthly basis, for all TCM qualified cases.
- Ensures all TCM related documents are within the ICW Case Worker files for auditing purposes.
- All other duties as assigned.

**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.**