



13394 W. Trepania Road Hayward, WI 54843
715-634-9360 Fax 715-634-9228

***Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder,
Stalking, & Dating Violence***

Job Description: Support Services Coordinator for Oakwood Haven

Job Supervisor: Oakwood Haven Director

Job Summary: The Support Services Coordinator is a position funded by the Department of Children and Family Services. The Support Services Coordinator will provide accessible, trauma-sensitive, culturally responsive crisis, safety, and support services for victims/survivors of domestic abuse and their children.

Salary: \$19.75/hr.

Qualifications:

- Associates Degree in related field or two (2) years equivalent of education and experience with proven effectiveness
- Good understanding and demonstrated skill regarding abuse, assault, sexual abuse/assault, and victims of crimes
- Outstanding written and oral skills
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds
- Be knowledgeable of the community and the Ojibwe heritage, culture and traditions
- Must be organized, detail oriented and flexible
- Ability to identify and respond to shifting duties and priorities
- Ability to manage individual component with related grant requirements
- Must be able to pass a criminal background check as well as a pre-employment drug screen and any random drug screens thereafter
- Must possess a valid Wisconsin Driver's License and maintain automobile insurance

Duties and Responsibilities:

- Become familiar with all tribal and local service providers and how the services can be used by clients.
- Promote a coordinated community response to domestic abuse.
- Promote the social change necessary to end domestic abuse.
- Support the administrative reliability of the agency, which includes completing reports, complying with grant requirements, and meeting the expectations of grantor.
- Travel as needed to collect data and procure services.
- Attending all staff meetings and training as necessary and/or required by Director.

Application Procedure:

Submit complete LCO Employment Application, Resume, at least three (3) personal references and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. Tribal member applicants must provide a signed official document from a federally recognized tribe acknowledging enrollment. A preliminary background check shall be conducted upon receipt of the LCO Employment Application.

Mail information to:

Lac Courte Oreilles Tribal Government
Attn: Human Resource Department
13394 W. Trepania Road
Hayward, Wisconsin 54843
Telephone: 715-634-8934
Fax: 715-699-1209

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