

**LCO Tribal Government
Human Resource Dept
Transitional Care Coordinator**



**Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209**

Transitional Care Coordinator

Position Title: Transitional Care Coordinator
Posting Date: September 21, 2023
Closing Date: Open Until Filled
Salary Range: Negotiable
Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Description of Position:

The Transitional Care Coordinator is a position funded through the Wisconsin's Department of Health Services Tribal Nations Opioid Abatement Efforts grant and will ensure warm hand off procedures are being implemented and utilized throughout tribal entities including communication and care with shelters, local hospitals, rehabilitation facilities, behavioral and clinical health services and will be primary contact to maintain proper care and follow-through with patients/clients. This position will use a community based, trauma-informed, and equitable approach in all areas of engagement.

Qualifications:

- Bachelor's degree in Human Services, social work, or related field (preferred) or AA/AS in related field with relevant work experience.
- Must maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Ability to prepare and manage accurate data and reports.
- Develop and maintain positive working relationships with supervisors, co-workers, support staff and community.
- Ability to cope with family emotional stress and tolerate individual lifestyles.
- Have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult situations.
- Knowledge of person-centered, compassionate care appropriate to the needs of patients.
- Ability to be open minded on all recovery and spiritual resources.
- Ability to work independently, collaboratively, as well as multi-task.
- Excellent verbal, written, and interpersonal communication skills.

**LCO Tribal Government
Human Resource Dept
Transitional Care Coordinator**

- Proficient computer skills including Microsoft Applications
- Must possess high ethical standards.
- Must be able to pass a criminal background check.
- Must be able to pass a pre-employment drug screen.
- Must hold valid driver's license.

Duties and Responsibilities:

- Create strategic planning outlining scope of work with Director.
- Create policy and procedures in coordination with the Director.
- Develop forms for entry to various sources of housing to include Norwood Haven and shelters as primary.
- Develop plan with LCO Health Center, LCO Healing to Wellness Court, Comprehensive Community Services, and other local resource providers.
- Create MOU's and good rapport/communication with key stakeholders.
- Complete HIPPA training, ethics, Narcan trainer training and others as assigned by supervisor in support of position.
- Peer Specialist training and pass State test by end of six months.
- Attend training and meetings as outlined in the strategic plan.
- Keep in continued contact with resources to follow-up on care.
- Any 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**. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

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