



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

---

## Job Announcement

|  |
|--|
| <h3>DV Navigator &amp; Resource Coordinator</h3> |
|--|

|                        |  |
|------------------------|--|
| <b>Position:</b>       | <b>DV Navigator &amp; Resource Coordinator</b> |
| <b>Posting Date:</b>   | <b>March 15, 2024</b>                          |
| <b>Closing Date:</b>   | <b>Until Filled</b>                            |
| <b>Salary:</b>         | <b>Negotiable</b>                              |
| <b>Location:</b>       | <b>Child Support Office</b>                    |
| <b>Department:</b>     | <b>Child Support</b>                           |
| <b>Supervision:</b>    | <b>LCO Child Support, Director</b>             |
| <b>Administration:</b> | <b>LCO Tribal Policies &amp; Procedures</b>    |

Job Summary: The Lac Courte Oreilles Child Support Program is seeking a dedicated and compassionate individual to join our team as a DV Navigator & Resource Coordinator. This position is responsible for providing support and guidance to individuals and families dealing with domestic violence issues in collaboration with the local Oakwood Haven Domestic Violence Shelter. As a Program Advocate & Resource Coordinator, you will play a vital role in assisting victims of domestic violence, connecting them with essential resources, and empowering them to navigate the challenges they face. The DV Navigator & Resource Coordinator will lead important outreach initiatives to encourage public understanding between Child Support and Domestic Violence.

**Responsibilities:**

1. Serve as a primary point of contact and advocate for individuals and families affected by domestic violence.
2. Collaborate with the Oakwood Haven Domestic Violence Shelter and Embrace Services Inc. to establish effective communication channels and referral processes.

**LCO Tribal Government  
Human Resource Dept  
DV Navigator**

3. Conduct thorough assessments to identify the needs and safety concerns of domestic violence survivors and their children.
4. Develop and implement individualized safety plans, ensuring they address the unique circumstances of each survivor.
5. Provide comprehensive information, resources, and referrals to support survivors in accessing legal, medical, counseling, and housing services.
6. Deliver trauma-informed support and crisis intervention to survivors in a compassionate and non-judgmental manner.
7. Coordinate and facilitate support groups, workshops, community events, and educational sessions on domestic violence prevention and intervention.
8. Maintain accurate and confidential case records, ensuring compliance with relevant privacy laws, program policies, and protocols.
9. Collaborate with other community service providers, including law enforcement, legal aid organizations, healthcare professionals, and social services agencies, to enhance support networks for survivors.
10. Stay informed about current domestic violence laws, policies, and best practices, attending relevant training sessions and conferences as required.
11. Participate in regular team meetings and case conferences to discuss complex cases, share knowledge, and brainstorm innovative solutions.
12. Contribute to program evaluation and improvement efforts, providing input on policies, procedures, and service delivery.

**Requirements:**

1. Attend 15 hours of domestic violence and 30 hours of sexual assault training annually through in-person, webinars or Zoom availability.
2. Attend Crime Victims' Rights and Compensation Training annually.
3. Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed; ensure LCO Child Support materials are distributed and adequate.
4. Fully uphold all principles of confidentiality.

**Qualifications:**

1. Bachelor's degree in social work, psychology, counseling, or a related field (or equivalent knowledge and experience).
2. Experience working with individuals affected by domestic violence, preferably in a support or advocacy role.
3. Knowledge of trauma-informed care principles and their application in domestic violence intervention.
4. Strong interpersonal and communication skills, with the ability to establish rapport and build trust with survivors.
5. Ability to work effectively both independently and as part of a team, collaborating with diverse stakeholders.
6. Excellent organizational skills and attention to detail, ensuring accurate documentation and case management.

**LCO Tribal Government  
Human Resource Dept  
DV Navigator**

7. Demonstrated ability to maintain confidentiality and uphold ethical standards in handling sensitive information.
8. Empathy, patience, and a non-judgmental attitude when working with individuals experiencing trauma.
9. Knowledge of child support case management or a willingness to learn.
10. Must be able to pass a criminal background check.
11. Must be able to pass a pre-employment drug screen.
12. Valid Wisconsin driver's license, reliable vehicle, and liability auto coverage.

**Application Procedure:**

Submit a **complete LCO Employment Application, resume**, at least **three (3) personal letters of reference**, and any other supportive documents. The resume should be typewritten, indicating personal information related to the position for which the applicant is applying and should include education, experience, professional and/or community involvement. **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 Resources Department  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

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