



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Tribal Overdose Prevention (TOP) Project Director
(Grant Position ending 08/30/2028 but Grant can be renewed for up to four years if goals are met each contract year)

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$25.00 per hour

Hours: Monday-Friday 8:00am-4:30pm

Posting Date: 04/02/ 2024 – 04/15/2024

Description of Position:

The goal of the Tribal Overdose Prevention (TOP) Project Director grant is to decrease unmet treatment needs and opioid overdose related to deaths through the provision of prevention, and harm reduction data/evaluation collection from Community assessment needs for opioid use disorders. The TOP Project Director will be responsible for the coordination of training and implementation of services.

Qualifications:

- Bachelor's Degree in Human Services field preferred.
- Must be a skilled communicator with the interpersonal skills to constantly coordinate activities of diverse staff members.
- Managerial, team-building, critical thinking, and decision-making skills are a must.
- The 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.
- Must be a team player.

- Must have a valid Driver's License, good driving record, personal vehicle insurance and reliable transportation.
- Must be able to pass a pre-employment and random drug test.
- Must be able to pass a nation-wide criminal background check.
- Must abide by all HIPAA regulations. Must be aware and strictly abide by the Code of Confidentiality.

Duties and Responsibilities:

- Directs and manages the overall fiscal and program activities for the Tribal Opioid Prevention Grant.
- Coordinate and complete the Community Assessment needs.
- Work with healthcare staff from the tribe and partnering agencies to coordinate delivery of mental health/substance abuse services for tribal members.
- Work with healthcare staff from the tribe and partnering agencies to develop and deliver needs for Opioid Use Disorder (OUD).
- Develop/implement effective prevention strategies which include but are not limited to: advertisement, education, outreach and engagement, strategic messaging, and community prevention activities.
- Review and document successful harm reduction interventions in a tribal setting.
- Maintain activity records, collect evaluation information, and prepare written reports to federal and tribal stakeholders.
- Work with the WI Department of Health Service to assess the impact of the grant.
- Represent grantee on state and national committees as needed and assigned by supervisor.
- All other duties as assigned by the BH Administrator.

Supervision and Guidance:

The TOP Project Director will be under the direct supervision of the Behavioral Health Administrator with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

03/19/2024