



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

POSITION: COSSAP Program/Case Manager
SALARY: D.O.Q.
LOCATION: LCO Women's Shelter
SUPERVISION: Women's Shelter Director
POSTING DATE: May 26, 2022
CLOSING DATE: June 6, 2022
ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:

The COSSAP Program/Case Manager will be primarily responsible for managing the COSSAP grant funds while providing case management to the shelter occupants. Program management will consist of managing the grant award and ensuring all deliverables are completed in a timely manner, monitoring the budget, and any other duties as assigned pertaining to the grant. Case management will consist of assessing client needs and providing or connecting clients with services as needs are identified. The Case Manager will promote sobriety and healthy lifestyles along with supporting mental, spiritual, and physical health. COSSAP Program/Case Manager will adhere to Tribal Code of Law and Shelter policies and procedures.

Qualifications:

1. Tribal Preference applies.
2. Bachelor's degree or Associate's degree with at least 3 years of previous work experience in a Human Services related field and case management experience are required.
3. Experience working with Native American individuals/families who have mental health or AODA diagnoses required.
4. Must have own transportation, valid driver's license, and insurance.
5. Ability to work independently, plan/prioritize program objectives and complete daily job duties.
6. Well versed in Ojibwe culture, customs, and traditions

7. Must possess excellent interpersonal skills, conflict resolution skills and ability to relate well with clients, community members, Tribal and Funding Agency officials.
8. Experience in providing substance abuse prevention education and programming to Native American communities preferred.
9. Must be able to pass a criminal background check.
10. Must be able to pass pre-employment drug screen.

Required Skills, Knowledge, and Abilities:

1. Demonstrate professionalism, good communication skills, and maintain confidentiality.
2. Proficient in the use of IT equipment and other office technology.
3. Ability to work independently, plan/prioritize program objectives and complete daily job duties.
4. Knowledge and understanding of recovery-based treatment, along with the community resources to help facilitate recovery and self-sufficiency.
5. Be able to set and maintain professional & personal boundaries.
6. Cultural awareness of and sensitivity to Ojibwe traditions, religious beliefs and way of life and ability to work with a wide variety of ethnical, racial, socioeconomic, and religious individuals and/or groups.

Duties and Responsibilities:

1. Maintain oversight of grant activities to ensure goals and objectives are met in accordance with approved scope of project.
2. Oversee the project budget ensuring expenditures are in line with approved budget.
3. Coordinate care through assessment, evaluation, planning, and connecting occupants with available resources and service providers.
4. Work collaboratively with program participants and community service agencies for maximum support during the recovery process.
5. Maintain confidential and secure record keeping system.
6. Collect and maintain data for submission of required reporting on performance measures and project implementation.
7. Act as participant's advocate for insurance and financial assistance for service costs.
8. Attend project trainings as necessary.
9. Performs other duties as assigned by Supervisor.

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, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W. Trepania Road

Hayward, WI 54843

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