



*Pride of the Ojibwe*

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

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### POSITION DESCRIPTION

**POSITION:** Coordinated Services Team Project  
Coordinator/Parent Aide  
Full Time, 12-month term

**LOCATION:** LCO Indian Child Welfare Department

**SALARY:** \$22/hr

**POSTING DATE:** March 17, 2026

**CLOSING DATE:** Open Until Filled

**SUPERVISION:** Indian Child Welfare & Family Services Director

#### **Job Summary:**

This is a split position. 80% of the position is focused on the Coordinated Services Team project and 20% of the position is focused on Parent Aide duties. The CST Coordinator will ensure that the activities proceed according to the project work plan. The primary responsibility of the coordinator is to promote collaborative relationships between systems of care for successful service planning for eligible LCO children and youth. The Parent Aide position functions to assist parents and caregivers who are referred to Indian Child Welfare for services either voluntarily self-referred or community service providers. Parent Aide services may be assigned by the ICW Director or Assistant Director as intervention services or to assist case workers working towards reunification of LCO families.

#### **Duties and Responsibilities:**

- Bring together parents and relevant representatives from various agencies and organizations to comprise the Coordination Committee as required by Wisconsin Statutes; Coordinate and support their activities and ensure training and

orientation for team members. The CST Coordinating Committee is a joint committee with Sawyer County.

- Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.
- Ensure provision of ongoing support and training that is related to the coordinated services team process for families, care/service coordinators, and providers.
- Ensure that grant activities are completed according to the project workplan.
- Coordinate services, write plans of care, complete strength-based assessments, and facilitate a minimum of five child and family teams using the wraparound model of care.
- Provide semi-annual and annual narrative progress reports to the funding agency.
- Complete documentation regarding Parent Aide services such as progress notes, notes regarding supervision and the like.
- Participate in community events sponsored by or in collaboration with the Indian Child Welfare and Family Services Department.
- Must pass the CANS Assessment Certification exam within 2 months of hire.
- Must be able to pass a pre-employment drug screen.

**Knowledge, Skills and Abilities:**

- Must possess a High School Diploma.
- Must possess a valid driver's license, reliable transportation, and insurance coverage.
- Must be able to pass a criminal background check(s), a preliminary background check will be performed upon receipt of the employment application.
- Demonstrate adequate knowledge about the CST program and how it functions within 90 days of hire.
- Must be dependable, reliable, and accurate.
- Must adhere to strict policies regarding confidentiality.
- Must be self-motivated, confident, able to adapt to a fast-changing environment.
- Must have excellent self-care skills that support resiliency.
- Must have adequate computer skills and the ability to utilize online platforms such as Microsoft Word, Microsoft Teams and Zoom.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**

6. 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**

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