



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
9940 W County Highway K • Hayward, Wisconsin 54843-2186

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

Position Description

Position: State Opioid Response (SOR) Project Coordinator
(Grant Position ending September 29, 2027)

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$26.50 - \$30.00 per hour

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

Posting Date: March 2, 2026

Closing Date: March 13, 2026

Classification: Full Time/non-exempt grant position

Description of Position:

The goal of the State Opioid Response (SOR) grant is to decrease unmet treatment needs and opioid overdose related to deaths through the provision of prevention, treatment and recovery activities for opioid use disorders. The SOR Project Director will be responsible for the coordination of training and implementation of services.

Qualifications:

- Bachelor's Degree in Human Services field preferred.
- State of Wisconsin Substance Abuse Counselor preferred.
- Ability to apply for WI SAC-In Training (SAC-IT) license within 6 months of hire required.
- 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 Coordinator 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:

- Assist those entering MAT Clinic with forms and appointments.
- Complete all client documentation in the Electronic Health Record within 24 hours including progress notes, collateral contact, crisis activity, weekly residential client updates, residential discharge summary, and Sponsorship forms with required signatures.
- Provide information and referral services to other entities.
- Attend Behavioral Health staffing as needed and participate in clinical supervision.
- Complete continuing education in crisis management, assessment of suicide signs, American Society of Addiction Medicine (ASAM) and any other deemed necessary for job duties.
- Directs and manages the overall fiscal and program activities for the State Opioid Response Grant.
- Coordinate and complete the Comprehensive Strategic Opioid Response Plan (CSORP).
- 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 Medication-Assisted Therapy (MAT) for Opioid Use Disorder (OUD).
- Develop/implement effective prevention strategies which include but are not limited to: elder education, current drug trends, overdose reports, outreach and engagement of youth, strategic messaging, and community prevention activities.
- Review and document successful mental health interventions in a Tribal setting.
- Maintain activity records, collect evaluation information, and prepare written reports to Federal and Tribal stakeholders.
- Work with Tribal Epidemiology Center to assess the impact of the grant.
- Represent grantee on state and national committees as needed.
- Assess level of care under director supervision of Substance Abuse Counselor, Clinical Supervisor, and BH Director.
- Conduct client surveys for SOR Grant reporting.
- Responsible for reporting Adverse incidents.
- All other duties as assigned by the BH Director.

Supervision and Guidance:

The SOR Project Coordinator will be under the direct supervision of the Behavioral Health Director 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
9040 W County Highway K
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
healthcenterhr@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.

03/02/2026