



**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

Grant position until 09/30/2027

Position: Mino Bimaadiziiwin Project Director .25 FTE/Case Manager .75 FTE
Location: Lac Courte Oreilles Community Health Center
Hours: Monday – Friday 8:00am-4:30pm
Salary Range: \$33.00 per hour
Posting Date: January 17, 2025
Closing Date: 1/31/2025

Description of Position

The Project Director will assume all responsibilities for the BJAFY24 COSSUP funded project, Mino-Bimaadiziiwin, ensuring objectives and grant requirements are met. Additional responsibilities include supervising and managing project staff to complete respective activities in support of the project.

The Case Manager will coordinate program efforts of Tribal and Sawyer County services, mentors, elders, and community members for client needs during reentry including pretreatment and post recovery to improve access to and services to support recovery and reduce recidivism. This person will make referrals with licensed providers for treatment of client needs. This person will assist with supporting post-recovery efforts to reconnect tribal members with cultural traditions, language, and ceremonies to restore mino-bimaadiziiwin.

Qualifications:

1. High School Diploma or equivalency required.
2. Associate degree in Human Services, Social Work, Substance Abuse Counseling, or another related field required. Bachelor's Degree in any of the above fields preferred.
3. Recent and relevant experience of two years working in Human Services, Social Work, Counseling, or related field required.

4. Experience in working with Native American families and in Native American Communities.
5. Proficient computer skills including Microsoft Suite.
6. Strong written and verbal communication skills.
7. Strong organizational and time management skills.
8. Mantoux TB test current.
9. Completed Hepatitis B series.
10. Valid WI Driver's License.
11. Valid Vehicle Insurance.
12. Must be able to pass a background check.
13. Must be able to pass pre-employment and random drug testing.
14. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

1. Project Director Responsibilities:
 - Coordinate efforts of employees to ensure completion of tasks.
 - Follow timeline for completion of each objective.
 - Follow approved budget and modify as needed to support project efforts.
 - Collect and monitor data for quality improvement and for submission of DOJ mandated performance reporting.
 - Maintain communication channels with internal and external stakeholders.
 - Work with fiscal and grant staff, including documentation for services, grant writing and reporting.
 - Oversee budget, compliance of budget, and approval spending.
 - Record and maintain all grant activities.
2. Case Manager Responsibilities:
 - Coordinate patient care through assessment, evaluation, planning, and assisting with connecting to resources available.
 - Communicate patient needs to service and resources and follow up accordingly.
 - Work collaboratively with clients and community service agencies for maximum support during recovery process.
 - Act as patient advocate for insurance and financial assistance for service costs.
 - Maintain confidential and secure record keeping system.
3. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.
4. All other duties assigned by the Behavioral Health Administrator.

Supervision and Guidance:

The Mino Bimaadiziwin Project Director will work 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.

01/07/2025