



**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 Case Manager  
**Location:** Lac Courte Oreilles Community Health Center  
**Hours:** Monday – Friday 8:00am-4:30pm  
**Salary Range:** \$26.00 per hour  
**Posting Date:** January 16, 2025  
**Closing Date:** 1/31/2025

**Description of Position:**

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-bimaadiziwin.

**Qualifications:**

1. High School Diploma or equivalency required.
2. Associate degree in Human Services, Social Work, Substance Abuse Counseling, or another related field related. 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. Ability to work under pressure and meet deadlines.
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. Coordinate patient care through assessment, evaluation, planning, and assisting with connecting to resources available.
2. Communicate patient needs to service and resources and follow up accordingly.
3. Work collaboratively with clients and community service agencies for maximum support during recovery process.
4. Act as patient advocate for insurance and financial assistance for service costs.
5. Maintain confidential and secure record keeping system.
6. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.

### **Supervision and Guidance:**

The Mino Bimaadiziiwin Case Manager 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](mailto: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