



**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 Youth Prevention Coordinator  
**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 Youth Prevention Coordinator will coordinate program efforts of Tribal and Sawyer County services, mentors, elders, and community members for youth programming as it pertains to youth delinquency and substance use. This person will make and develop community education programs to reconnect youth tribal members with cultural traditions, language, and ceremonies to improve quality of life into adulthood.

**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. Serve as community educator.
2. Implement program work as determined by Project Director.
3. Create and maintain youth prevention education and outreach program database with relevant information.
4. Inventory, track, and order all educational materials as necessary.
5. Conduct long range prevention planning with internal/external stakeholders and project partners.
6. Facilitate programming and assess youth for high-risk factors for secondary interventions.
7. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.
8. All other duties as assigned.

### **Supervision and Guidance:**

The Mino Bimaadiziiwin Youth Prevention Coordinator 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