



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** CCS Service Facilitator  
**SUPERVISOR:** FRC Clinical Manager  
**LOCATION:** Family Resource Center  
**POST DATE:** April 16, 2021  
**CLOSING DATE:** Open until filled

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**General Description:** The Service Facilitator role includes the delivery of Comprehensive Community Services to clients of all ages in the Lac du Flambeau community. This involves coordinating all aspects of the intake process, the assessment process and recovery plan development. The Service Facilitator ensures that the recovery plan and service delivery for each consumer is integrated, coordinated, and monitored for effective achievement of consumer goals and is designed to support the consumer in a manner that helps him/her achieve the highest possible level of independent functioning.

**Qualifications:** Bachelor's degree in psychology, social work or related field. A minimum of five or more years of experience providing case management or service facilitation to people that have behavioral health challenges; experience working with Native American populations; experience maintaining extensive client file documentation.

**Salary:** \$ 18.00 - \$25.00 / Dependent upon education/experience.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** CCS Service Facilitator

**B. DEPARTMENT:** Family Resource Center

**C. SUPERVISOR'S TITLE:** Family Resource Center Clinical Manager

**D. DESCRIPTION OF DUTIES:** The Service Facilitator role includes the delivery of Comprehensive Community Services to clients of all ages in the Lac du Flambeau community. This involves coordinating all aspects of the intake process, the assessment process, and recovery plan development. The Service Facilitator ensures that the recovery plan and service delivery for each consumer is integrated, coordinated, and monitored for effective achievement of consumer goals and is designed to support the consumer in a manner that helps him/her to achieve the highest possible level of independent functioning. Specific job responsibilities include but are not limited to:

1. Facilitate all aspects of CCS service delivery including, but limited to: respond to all referrals in a timely manner, locate and make initial contact with referred individual, build rapport with individual, assess for program eligibility and service needs, facilitate establishment and implementation of Coordinated Service Team, develop a Service Plan and a Crisis Plan within 30 days of the individual's CCS application, locate and authorize psychosocial rehabilitation services (mental health and substance abuse), develop measurable goals measure progress toward desired outcomes every six months.
2. Respond to application/referrals within required timeframe.
3. Administer State Functional Screen to all applicants to determine eligibility.
4. Conduct full CCS Assessment and write assessment report for all functionally eligible participants.
5. Build rapport with participants by using a strength-based, trauma informed, recovery oriented, and culturally sensitive approach.
6. Coordinate and facilitate psychosocial and rehabilitation services with tribal and non-tribal provider agencies, contracted providers, area schools' medical facilities, social services agencies and other professional agencies.
7. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
8. Provide home visits, provide or coordinate transportation to appointments, and accompaniment to service appointments related to treatment when appropriate.
9. Develop CCS Service Plans for all participants, in collaboration with their service teams, within 30 days of their application for services.
10. Conduct Service Plan reviews and updates at a minimum of every six months.
11. Develop safety plans for participants when identified as a need, in collaboration with their recovery teams, within 30 days of their application for services.
12. Ensure the formation of a Coordinated Service Team (Recovery Team) for each participant, facilitate team meetings, and engage in follow up activities as necessary.
13. Provide Outreach and Education to professionals and community members about the CCS Program.

14. Attend intake, supervision, case management weekly meeting and other meetings as requested.
15. Enter and maintain client progress notes and other required records in the Electronic Health Record.
16. Maintain a confidential client record keeping system in accordance with program and state regulations and guidelines.
17. Participate in continuing educational opportunities, which promote personal and professional growth.
18. Work towards maintaining requirements of AAAHC certification and conducts appropriate follow up.
19. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Heavy, frequent contact with outreach services, schools, agencies, and other social service agencies.
2. **External:** Frequent contact with children, families, individuals, couples, and groups.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from Clinical Director, Mental Health Professional and Program Administrator.

**H. EDUCATION:** Bachelor's degree in psychology, social work or related field.

**I. EXPERIENCE:** A minimum of five years of experience providing case management or service facilitation to people that have behavioral health challenges; experience working with Native American populations; experience maintaining extensive client file documentation.

**J. SKILLS:** Excellent oral and written communication skills; ability to administer State of Wisconsin DHS Functional Screens, perform comprehensive client assessments, and create measurable service plans and crisis plans. Will have strong working knowledge of the alcohol and drug addiction and how it affects Native people; must have ability to work and communicate frankly and effectively with children, youth, adults, families, and all team members to implement problem solving strategies, understand issues, and to provide crisis services in an ethical, respectful, responsible manner. Demonstrated cultural competency with Native American community and ability to work with individuals from diverse economic backgrounds in a respectful manner. Obtain and maintain Heart Saver or Basic Life Support certification.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Work is performed in both an office setting and will be required to leave the office frequently to meet with clients, families, and other professionals in meeting the responsibilities of this position.
2. **Exposure to Hazards:** No exposure to hazards.
3. **Physical Requirements:** Requires standing, sitting, walking, bending, and some light lifting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the CCS Service Facilitator to perform in both a professional and personable manner. The manner in which the employee relates to fellow

employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Willingness and ability to travel and work flexible hours including evening hours, also have a valid Wisconsin driver's license and liability insurance. Employee must provide proof of vaccines or of immunity to measles, mumps, rubella, and varicella at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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**Tribal Administrator**

**Date**

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**HR Director**

**Date**