



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **CST Service Coordinator**
SUPERVISOR: Family Services Manager
LOCATION: Family Services Department
POST DATE: November 16, 2021
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to assist the Project Director in the areas of juvenile prevention and mental health services on the Lac du Flambeau reservation. Responsibilities will include case management services utilizing the Coordinated Service Team (CST) model, performing assessment activities, Cognitive-Behavioral services, data collection, grant-writing and research activities, and program development. Must be able to perform other duties as needed with minimum supervision.

Qualifications: A two-year degree in Human Services or related areas required, in addition with two years' experience with direct client services with children and families is required. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

Salary: \$16.00-\$18.00 hr. Depending on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or 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

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: CST Service Coordinator

B. DEPARTMENT: Family Services Department

C. SUPERVISOR'S TITLE: Family Services Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to assist the Project Director in the areas of juvenile prevention and mental health services on the Lac du Flambeau reservation. Responsibilities will include case management services utilizing the Coordinated Service Team (CST) model, performing assessment activities, Cognitive-Behavioral services, data collection, grant-writing and research activities, and program development. Must be able to perform other duties as needed with minimum supervision. This position is grant funded. Specific responsibilities include, but are not limited to the following:

- 1) Identify and bring together a team of people that will collaboratively work with the child and family, and provide process orientation to the family and to service providers who are new to the process.
- 2) Together with team partners, conduct a comprehensive and multi-dimensional summary of strengths and needs of the child and family.
- 3) Schedule and facilitate team meetings to complete the summary of strengths and needs and review the results. Ensure completion of corresponding paperwork.
- 4) Together with team partners, develop the Plan of Care, specifically outlining each team member's responsibility, time line for accomplishment, and outcome expectations.
- 5) Ensure the development of a safety plan for each child to address potential crisis situations at home, in the community, and at school. Ensure completion of Plan of Care paperwork.
- 6) Coordinate the implementation of the Plan of Care and monitor ongoing delivery of services. This responsibility includes regular contact with the child, family, and service providers.
- 7) Ensure the Plan of Care is monitored and/or amended as necessary to meet the changing needs of the child, family, service providers, and community.
- 8) Assist in completion of Quarterly Reports – includes collecting and recording information and data on placement, diagnosis, expenses, outcomes, and activities to determine effectiveness of the Plan.
- 9) Coordinate the establishment of a coordinating committee and ensure that all members attend the quarterly meetings.
- 10) Must attend all mandatory meetings, participate in training and position development activities.
- 11) All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Service Coordinator has frequent contact with all staff, persons working with youth in the community.
2. **External:** The Service Coordinator has frequent contact with tribal families, tribal and non-tribal programs, service providers, school personnel, and community members. This contact is frequent in helping to coordinate services for tribal youths and families.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Family Services Manager

H. EDUCATION: Two-year degree in Human Services or related field, and two years of direct work experience working with children and families required. Post two-year education preferred.

I. EXPERIENCE: Experience working with the Coordinated Services Team (CST) format, or Wrap-Around, is preferred, but not necessary.

J. SKILLS: This position requires you to be independent in completing tasks. Must be able to communicate effectively, both orally and in writing. Position requires good listening and communication skills. Must be able to handle multiple tasks simultaneously, and be able to prioritize assigned workloads according to the situation at hand. Good typing skills and computer experience is an asset. Position requires the ability to respond to difficult situations in a professional and respectful manner.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** . This individual will be required to leave the office frequently to meet with clients, families, school officials, and service coordinators, in meeting the responsibilities of this position. Hours will vary as you meet the families' needs.
2. **Exposure to Hazards:** This individual may be exposed to situations where he/she may encounter youths/families in distress. The potential risk to an individual's health and welfare does exist. This position does require frequent driving, and the risk of injury by automobile also exists.
3. **Physical Requirements:** This position 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 Service Coordinator 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 is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must possess a valid Wisconsin Driver's license, liability insurance, and access to a personal vehicle. 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. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed
Administrator **Date**

Previously signed
Human Resource **Date**