



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Community Health Department Support Coordinator**
SUPERVISOR: Community Health Department Manager
LOCATION: Community Health Department
POST DATE: November 19, 2024
CLOSING DATE: December 3, 2024

General Description: The primary responsibility of this position is to provide secretarial support duties within the Community Health Department and meet and greet all patients and visitors to the Wellness Center.

Qualifications: High School Diploma or equivalent is required. Previous work in an office setting is preferred, previous work in a healthcare setting is preferred. Previous experience with grant funding or grant coordination is preferred. Must possess a valid Wisconsin Driver's license and be insurable.

Salary: \$16.00-\$19.50/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: Community Health Department Support Coordinator

B. DEPARTMENT: PCHC Community Health Department

C. SUPERVISOR'S TITLE: Community Health Department Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide secretarial support duties within the Community Health Department (CHD) and meet and greet all patients and visitors to the Wellness Center. The Support Coordinator will also take the role of the Public Health Emergency Preparedness Grant Coordinator and be able to obtain certification as a Child Passenger Safety Technician. Specific responsibilities include but are not limited to the following:

1. Administrative/secretarial support.
2. Provide general support to patients and visitors in a professional manner.
3. Assist in planning and organizing department events.
4. Organize office and work closely with all CHD programs.
5. Assist in developing program brochures, pamphlets, advertisements and forms.
6. Maintain cleanliness and appearance of front desk area of Wellness Center.
7. Monitor levels of supplies and maintain equipment.
8. Assist with purchase order requests and place orders.
9. Assist CHD Manager with processing invoices.
10. Assist with travel/training requests for all CHD programs.
11. Schedule meetings, organize agendas, and take notes during department meetings.
12. Must attend all mandatory meetings and complete all required training.
13. Maintain and update CHD calendar and bulletin boards.
14. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
15. Assists in reviewing, modifying, and/or developing policy and procedures that govern the operations of the Community Health Department.
16. Take the role of Public Health Emergency Preparedness (PHEP) Grant Coordinator with the assistance of the CHD Manager.
17. Complete required PHEP grant objectives and deliverables with the assistance of the CHD Manager.
18. Prepare and submit PHEP grant budgets and reports under the direction of the CHD Manager.
19. Participate in PHEP Q&A Zoom meetings and other trainings/meetings.
20. Obtain certification as a Child Passenger Safety Technician.
21. Participate in community events sponsored by the Community Health Department.
22. Other duties as assigned.

E. POSITION RELATIONSHIPS:

- 1. Internal:** Daily, frequent contact with Community Health Department staff members. Frequent contact with Executive Assistant/Procurement Specialist and clinic financial officer.
- 2. External:** Daily, frequent contact with patients, visitors, and vendors for all supplies. Contact with tribal office staff including but not limited to Accounting and Human Resources.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Community Health Department Support Coordinator will perform job responsibilities under the supervision of the CHD Manager or their designee.

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Previous work in an office setting is preferred, previous work in health care is preferred. Previous experience with grant funding or grant coordination is preferred.

J. SKILLS:

1. Excellent organizational and time management skills.
2. Excellent written and verbal communication.
3. Strong attention to detail.
4. Good working knowledge of Microsoft programs, i.e. Word, Excel, Power Point and Publisher.
5. Must possess initiative and ability to “self-start and motivate.”
6. Able to work effectively (coordinate and collaborate) with other programs within the Tribe.
7. Must have a valid Wisconsin Driver’s license and be insurable.
8. Must have HeartSaver certification or obtain within 6 months of hire and maintain bi-annually thereafter.

K. WORKING ENVIRONMENT:

- 1. Work Conditions:** Office setting with some outside event activities.
- 2. Exposure to Hazards:** None
- 3. Physical Requirements:** Sitting, standing, walking and occasionally lift under 50 pounds. Occasional driving.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Community Health Department Support/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 behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and 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 have a Wisconsin Driver's license and be insurable. Employee must provide proof of immunity to measles, mumps, rubella, at the time of employment. 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:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resources Director **Date**