



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT-REPOST**

**JOB TITLE:** **Community Health Department Support Coordinator**  
**SUPERVISOR:** Community Health Department Manager  
**LOCATION:** Community Health Department  
**POST DATE:** December 7, 2022  
**CLOSING DATE:** Open until filled

---

**General Description:** The primary responsibility of this position is to provide secretarial 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 secretarial experience, understanding of medical terminology, life style or health coach experience preferred. Must possess a valid Wisconsin Driver's license and be insurable. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** \$15.00-\$17.00/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](http://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](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:** 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 duties within the Community Health Department (CHD) and meet and greet all patients and visitors to the Wellness Center. Specific responsibilities include but are not limited to the following:
1. Scheduling and taking notes during department meetings.
  2. Maintain, coordinate and update CHD Calendar.
  3. Order supplies as directed by the CHD Manager.
  4. Assist in planning department events.
  5. Assist in developing handouts and forms.
  6. Arrange travel for CHD staff.
  7. Other duties as assigned.
- E. POSITION RELATIONSHIPS:**
1. **Internal:** Works closely with the Community Health Department staff, clinic purchasing staff and clinic administrative secretary. All PCHC staff and tribal offices staff including, but not limited to Human Resources and Accounting.
  2. **External:** Will have contact with Vilas County Public Health and other Public Health departments (Tribal and non-tribal), GLITC (WIC, Healthy Start and Family Foundations supervisory staff), Vendors for all our supplies
- 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.
- I. EXPERIENCE:** Previous secretarial experience, understanding of medical terminology, life style or health coach experience preferred.
- J. SKILLS:**
1. Organized with good communication skills both written and oral.
  2. Good working knowledge of Microsoft programs i.e. Word, Excel, Power Point and Publisher.
  3. Must be a self-starter and motivated.

4. Able to work effectively (coordinate and collaborate) with other programs within the Tribe.
5. Must have a valid Wisconsin Driver's license and be insurable.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** office setting with some outside event activities, Attend meetings offsite.
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, varicella at the time of employment. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. 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**

\_\_\_\_\_  
**Manager** **Date**

\_\_\_\_\_  
 Previously signed  
**Tribal Administrator** **Date**

\_\_\_\_\_  
 Previously signed  
**Human Resources Director** **Date**