



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Economic Support Specialist/F-SET Coordinator**
SUPERVISOR: Economic Support Director
LOCATION: William Wildcat Tribal Center
POST DATE: **July 14, 2026**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to process eligibility applications for Health Care, Medical Premium Assistance, Family Planning Waiver, Caretaker Supplement, Food Stamps and Child Care, using the CARES computer system. Conduct monthly case reviews and process all paperwork while maintaining ongoing caseloads. This position also assists Able Bodied Adults without Dependents who are receiving Food Share Benefits and are referred to the FSET program, with necessary tools to overcome barriers in obtaining employment.

Qualifications: High School Diploma or equivalent is required. One-year experience in Human Services field is preferred. Must have excellent written and oral communication skills. Must maintain and uphold an extreme level of confidentiality. Must complete the New Worker Training in the DHS Learning Center within 10 weeks of hire. WI Driver's license, liability insurance, and access to own transportation is required.

Salary: \$17.50-\$18.50/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: Economic Support Specialist/F-SET Coordinator

B. DEPARTMENT: Economic Support Department

C. SUPERVISOR'S TITLE: Economic Support Director

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position are:

- I. Process eligibility applications for Health Care, Medical Premium Assistance, Family Planning Waiver, Caretaker Supplement, Food Stamps, and Child Care, using the CARES computer system. Conduct monthly case reviews and process all paperwork. Maintain ongoing caseloads, process changes to cases when reported by customers, write case comments on daily basis for each customer seen. Represent agency when appropriate at fair hearings, attend training as required and report investigations of fraud cases. Cross training may be required in other programs within department. Specific responsibilities include but are not limited to the following:
 1. Process applications for eligibility for the following programs: Health Care, Medical Premium Assistant, Family Planning Waiver, Caretaker Supplement, Food Stamps, and Child Care, using the CARES computer system.
 2. Works directly with the Benefits Coordinator at PCHC, as well as assigned staff at PCDC, Family Resource Center, and Gookomis Endaad with processing Medical Assistance and Badger Care applications in a timely manner.
 3. Enter Disability Applications into the CARES computer system and send to the Disability Bureau.
 4. Process COPS Waiver Referrals (MCWW) within CARES and send the appropriate budget screen/s to Vilas County Department of Social Services.
 5. Code and scan all required documentation into the Electronic Case File (ECF).
 6. Enter Child Care Authorizations in to Childcare Statewide Administration on Web (CSAW).
 7. Work directly with PCHC Social Worker and ADRC Specialist to assist customers with Long Term Care.
 8. Explain the Food Stamp Employment Training Program (FSET) to all Food Share Customers who are referred to the FSET Program.
 9. Conduct Monthly Case Reviews and Targeted Case Reviews when appropriate and process all paperwork.
 10. Maintain ongoing caseload as assigned, process changes to cases when reported by customers, maintain cases for accuracy and monitor all benefits issued for correctness.

11. Maintain Required Refresher Courses in DHS Learning Center for all Income Maintenance (IM) Programs.
12. Address all Operation (Ops) Memos from the State.
13. Represent agency when appropriate at fair hearings.
14. Conduct and report investigations of suspected fraud cases.
15. Conduct home visits for applicants who are homebound.
16. Assist the TANF Coordinator with TANF Supportive Service Applications.
17. Attend IM/TANF Association Meetings (bi-monthly).
18. Process Wisconsin Home Energy (WHEAP) Applications.
19. Attend yearly Regional WHEAP Coordination Meetings/Trainings.
20. Attend other meetings and trainings as required to perform the job duties.
21. Other duties as assigned that pertains to the position.

II. Able Bodied Adults without Dependents (ABAWDS) who are receiving Food Share benefits and are referred to the FSET program, with the necessary tools to overcome barriers in obtaining employment. Specific responsibilities include but are not limited to the following:

1. Process FSET referrals and enroll participants into the FSET program in a timely manner.
2. Assess the participants work history, skills, and aptitudes including educational levels or certifications achieved.
3. Assist participants in creating an initial employability plan and monitor progress towards achieving goals. Make revisions to plan or take corrective action as necessary.
4. Work with Gikendaasowin Education and Workforce Development Department to assist participants in obtaining skills to secure employment. Skills such as assistance with employment applications, resume development, Employment and Career Counseling, motivational/information sessions, interviewing skills, mock interviews, job leads and career development.
5. Prepare and post job-leads on a regular basis for participants.
6. Assist participants to develop, practice and apply job seeking skills with the goal of securing employment.
7. Track participation of enrolled individuals.
8. Develop on the job training opportunities, job shadowing/mentoring in training and/or actual work settings with private, for-profit, public and private non-profit employers.
9. Maintain required refresher courses in DHS Learning Center for FSET Program.
10. Address all Operation (Ops) Memos from the State.
11. Represent agency when appropriate at meetings, trainings.
12. Attend training as required or assigned.
13. Other duties as assigned that pertains to the position.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with Economic Support Staff members.
2. **External:** Daily, frequent contact with other departments, agencies, applicants, and general public.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Economic Support Director

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

I. EXPERIENCE: One-year previous work in Human Services Field is preferred.

J. SKILLS:

1. Must demonstrate excellent written and oral communications.
2. Must maintain and uphold an extreme level of confidentiality within the agency and for the customers.
3. Must have and maintain a valid WI Drivers license, be insurable, and have access to transportation.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Majority of position responsibilities include sitting, standing, and operating office equipment. Daily exposure to persons and/or situations that may be undesirable.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Economic Support Specialist/F-SET 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. 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

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**