



## TRIBAL PERSONNEL DEPARTMENT

### JOB ANNOUNCEMENT

**JOB TITLE:** **Injury Prevention Coordinator**  
**SUPERVISOR:** Community Health Department Manager  
**LOCATION:** Community Health Department  
**POST DATE:** **February 11, 2026**  
**CLOSING DATE:** **February 25, 2026**

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**General Description:** The Injury Prevention Coordinator is a grant funded full time position who directly manages the Indian Health Service (IHS) multiyear Tribal Injury Prevention Cooperative Agreement Program (TIPCAP) grant for the Lac du Flambeau Tribe. The Injury Prevention Coordinator will plan, implement, and evaluate all TIPCAP activities, ensuring all objectives are met and accurately reported on. This new initiative will address motor vehicle safety-occupant restraint, pedestrian safety, elder fall prevention, and coordinating education and outreach activities. This position will work closely with the Indian Health Service Injury Prevention Specialist.

**Qualifications:** High School Diploma or equivalent is required. Associate's degree is preferred in Public Health or a related field. Experience managing grants, including developing, monitoring, and reporting on grant objectives preferred.

**Salary:** **\$25.00/hr. (grant funded five-year program)**

**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:** Injury Prevention Coordinator

**B. DEPARTMENT:** Community Health

**C. SUPERVISOR'S TITLE:** Community Health Department Manager

**D. DESCRIPTION OF DUTIES:** The Tribal Injury Prevention Coordinator develops, manages and implements the Tribal Injury Prevention Cooperative Agreement Program (TIPCAP) grant community-based programs (motor vehicle safety, elder fall prevention, and pedestrian safety) in collaboration with various partners to promote safety and reduce preventable injuries, aligning with the Indian Health Service (IHS) TIPCAP goals focusing on data analysis, evidence-based strategies (education, environment, policy), community engagement, and reporting outcomes to reduce and prevent injuries within the tribal community. Key duties include liaison work, public awareness campaigns, needs assessments, implementing culturally relevant prevention efforts and oversees the day-to-day implementation of the grant's scope of work, objectives, timelines, conditions, monitoring, and reporting activities. Specific responsibilities include but are not limited to the following:

1. The coordinator will work closely with a variety of agencies, including the Lac du Flambeau Police Department, Lac du Flambeau Aging and Outreach Department, Lac du Flambeau Tribal Roads Department, the Indian Health Service, and other local, state and federal agencies to reduce injuries on the Lac du Flambeau Reservation.
2. Establish and manage the Tribal Injury Prevention Cooperative Agreement Program grant.
3. Establish and manage the Injury Prevention Program Task Force by identifying and recruiting appropriate members from the Lac du Flambeau Community to share resources, expertise and collaborate in planning, implementing, and evaluating injury prevention projects.
4. Design and implement injury prevention programs and initiatives aligned with TIPCAP strategic goals.
5. Build relationships with community leaders, organizations, and the public to raise awareness about injury prevention.
6. Conduct educational programs for diverse populations, including community members, and at-risk groups.
7. Collect and analyze injury data, monitor program effectiveness, and present findings to various audiences.
8. Create educational materials, brochures, and audiovisual aids to support prevention efforts.
9. Must certify as a Child Passenger Safety Technician, or obtain certification within six months of hire.
10. Evaluate and build on existing car seat program and update protocols and guidelines.
11. Meets the administrative requirements of the IHS TIPCAP grant including semi-annual and final grant reports, annual TIPCAP newsletter articles, attending mandatory annual grantee workshops, and participating in IHS/contractor site visits, conference calls, and webinars.

12. Prepare and coordinate all assessments associated with the Program.
13. Perform other related duties as assigned and authorized to meet the TIPCAP grant goals and objectives.
14. Assist in developing and reviewing departmental policies as necessary.
15. Maintains strictest confidentiality according to HIPAA standards and participate in related trainings
16. Participates in Peter Christensen Health Center mandatory trainings and completes assigned trainings.
17. Understands the principle of Quality Improvement and participates in appropriate QI projects.

**E. POSITION RELATIONSHIPS:**

- 1. Internal:** Works closely with the Community Health Department staff. All PCHC staff, and tribal department staff including, but not limited to the Lac du Flambeau Police Department, Lac du Flambeau Tribal Roads, and Lac du Flambeau Aging & Outreach.
- 2. External:** May have contact with other Public Health Departments (Tribal and Non-Tribal), GLITEC, local area schools, other tribal entities and supply vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Community Health Department Manager.

**H. EDUCATION:** High School Diploma or Equivalent is required. Associates' Degree is preferred in Public Health or a related field.

**I. EXPERIENCE:** Experience managing grants, including developing, monitoring, and reporting on grant objectives preferred.

**J. SKILLS:**

1. Must possess initiative and ability to "self-start and motivate"
2. Must have confidence in speaking to individuals or groups
3. Good communication skills both written and oral.
4. Good working knowledge of Microsoft programs i.e., Word, Excel, Power Point and Publisher.
5. Able to work effectively (coordinate and collaborate) with other programs within the Tribe.
6. Must have a valid Driver's license, liability insurance and reliable vehicle.
7. Current Heartsaver certification or ability to obtain and maintain certification within 6 months of employment, maintain biannually thereafter.
8. Ability to work well in groups.
9. Ability to work cooperatively with Native American and non-Native American members of the Lac du Flambeau community and coworkers.
10. Strong organizational skills.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Work performed in an office setting, home assessments and outside event activities.
- 2. Exposure to Hazards:** None
- 3. Physical Requirements:** Must be able to stand, bend, and walk within the community, schools, clinics, and homes. Ability to drive in all kinds of road conditions. Lifting or carrying up to 50 pounds when necessary to set up equipment for special events, clinics, and teaching programs.

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Health Education Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, 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 may be 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 and pass a drug test prior to commencing employment and random thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, Hepatitis B, Td/Tdap, and varicella and submit to TB testing 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. SIGNATURES:**

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<b>Employee</b>	<b>Date</b>
<u>Previously signed</u>	
<b>Tribal Administrator</b>	<b>Date</b>

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<b>Manager</b>	<b>Date</b>
<u>Previously signed</u>	
<b>Human Resource Director</b>	<b>Date</b>