



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Multi-Disciplinary Team (MDT) Coordinator (Part Time)
SUPERVISOR: Domestic Abuse Program Director
LOCATION: Domestic Abuse Program
POST DATE: November 26, 2025
CLOSING DATE: December 10, 2025

General Description: The primary responsibility of this position is to organize and facilitate coordinated community responses to cases involving domestic violence, sexual assault, child abuse, and other forms of interpersonal violence. This position serves as the central point of communication between tribal and non-tribal partners including law enforcement, prosecution, child welfare, medical and mental health providers, and advocacy agencies. The MDT Coordinator schedules and facilitates team meetings, tracks case progress, ensures compliance with confidentiality standards, and supports the development and implementation of interagency policies and procedures and collaborative best practices. The coordinator plays a key role in improving victim safety, promoting offender accountability, and strengthening systems through effective collaboration, education, and communication.

Qualifications: High school diploma or equivalent required. Associate's or Bachelor's degree in human services, criminal justice, social work, or a related field preferred. At least 1 year of experience in advocacy, victim services, criminal justice, case management, or related work involving vulnerable populations. Knowledge of domestic violence, sexual assault, child abuse, and/or elder abuse dynamics. Familiarity with Tribal justice systems, confidentiality laws (e.g., VAWA, HIPAA, etc.) and culturally informed service delivery. Must have and maintain a WI Drivers license and be insurable.

Salary: \$18.00-\$20.00 depending upon 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: Multi-Disciplinary Team (MDT) Coordinator (Part Time)

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Director

D. DESCRIPTION OF DUTIES: The MDT Coordinator is responsible for organizing and facilitating regular meetings of the Multi-Disciplinary Team, which may include law enforcement, prosecution, child welfare, advocacy, medical, and mental health partners. This position ensures effective communication between agencies, tracks cases, maintains documentation, and supports the development and implementation of coordinated policies and procedures. The coordinator promotes a trauma-informed, victim-centered response and works to strengthen interagency collaboration to improve safety, accountability, and access to services for victims and families. Specific responsibilities include but are not limited the following:

1. Coordinate and schedule regular MDT meetings with partner agencies (e.g., law enforcement, child welfare, medical, mental health, advocacy, prosecution).
2. Maintain communication among MDT members to ensure case coordination and follow-up.
3. Document meeting notes, case discussions, and team decisions while ensuring confidentiality.
4. Track case progress and facilitate communication to avoid duplication of services or gaps in care.
5. Develop and update policies and procedures, MOUs, and other documents supporting MDT and Program functions.
6. Facilitate information sharing within allowable legal and ethical boundaries (e.g., HIPAA, VAWA).
7. Support training efforts for MDT members, such as trauma-informed practices, mandated reporting, and cultural competency.
8. Promote a team-centered, victim-centered approach, ensuring that survivor safety and needs remain a priority.
9. Identify and troubleshoot barriers to effective collaboration and recommend solutions.
10. Monitor MDT performance and gather feedback for ongoing improvement and compliance with standards.
11. Represent the MDT at relevant community meetings, task forces, or conferences as assigned.
12. Support community education and outreach in coordination with agency leadership.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with clients, coordinated program managers, medical social workers, or any related referral staff.
2. **External:** Frequent contact with other advocates, outreach/referral services, law enforcement and the judicial system

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates cooperatively with staff. Supervision received from Domestic Abuse Program Director.

H. EDUCATION: High school diploma or equivalent required; Associate's or Bachelor's degree in human services, criminal justice, social work, or a related field preferred.

I. EXPERIENCE: At least 1 year of experience in advocacy, victim services, criminal justice, case management, or related work involving vulnerable populations. Knowledge of domestic violence, sexual assault, child abuse, and/or elder abuse dynamics. Familiarity with Tribal justice systems, confidentiality laws (e.g., VAWA, HIPAA. etc.) and culturally informed service delivery.

J. SKILLS:

1. Strong interpersonal and communication skills for engaging diverse professionals
2. Organizational and time management abilities to manage meetings, case tracking, and follow-ups
3. Confidentiality and ethical decision-making
4. Knowledge of victim-centered and trauma-informed practices
5. Understanding of mandatory reporting laws, privacy/confidentiality regulations, and tribal/state/federal systems
6. Ability to facilitate group discussion and manage conflict constructively
7. Experience or familiarity with case coordination, team collaboration, or criminal justice/victim services
8. Competence with basic technology: email, calendars, document management, and case tracking tools.
9. Perform other duties as assigned

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions
2. **Exposure to Hazards:** May be exposed to undesirable client behaviors
3. **Physical Requirements:** Includes sitting, standing, operating office equipment or driving program's vehicle.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the MDT 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. Must have a WI Drivers license and be insurable. 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
<u>Previously signed</u> Tribal Administrator	<u> </u> Date	<u>Previously signed</u> Human Resource Director	<u> </u> Date