



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Native Connections Suicide Prevention Coordinator  
**SUPERVISOR:** Native Connections Prevention Program Director  
**LOCATION:** William Wildcat Tribal Center  
**POST DATE:** February 25, 2026  
**CLOSING DATE:** March 11, 2026

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**General Description:** The primary responsibility of this position is to develop, implement and coordinate activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Project Director, Prevention Staff, and Evaluator, and will implement required project activities for the Native Connections Suicide Prevention Program. The individual will work closely with stakeholders of the Lac du Flambeau Tribal Human Services Programs, the Native Connections Suicide Prevention Project, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by the grant funder.

**Qualifications:** High School or Higher education. Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. A minimum of two years working in the Human Services Field.

**Salary:** \$18.00-\$22.00/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:** Native Connections Suicide Prevention Coordinator
- B. DEPARTMENT:** Family Resource Center
- C. SUPERVISOR'S TITLE:** Native Connections Suicide Prevention Program Director
- D. DESCRIPTION OF DUTIES:** This position is responsible for developing, implementing and coordinating activities of the Suicide Prevention Program with the Lac du Flambeau Tribe in collaboration with the Project Director, Prevention Staff and Evaluator, and will implement required project activities for the Native Connections Suicide Prevention Program. The individual will work closely with stakeholders of the Lac du Flambeau Tribal Human Services Programs, the Native Connections Suicide Prevention Project, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by the grant funder. The program will focus on mental health, behavioral health, reducing suicide and substance use, strengthening protective factors for youth, and collecting, analyzing, and reporting behavioral health, data based on the strategic action plan. The applicant will be actively involved with the Lac du Flambeau Tribal Action Plan, attend all required grant meetings, trainings and development activities. Specific responsibilities include but are not limited to the following:
1. Work closely with the Director of Native Connections to help with getting resources out to the community.
  2. Work closely with youth in our community, and in the schools.
  3. Work closely with the Family Resource Center, Project Evaluator, Peter Christensen Health Center (PCHC), and other local coalitions to collect, analyze and report on behavioral health and community data as required
  4. Implement Native Connections project activities.
  5. Collect, store and compile Native Connections project documentation.
  6. Work in collaboration with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
  7. Participate in scheduled teleconferences with funders, federal technical assistance providers, and program evaluation partners.
  8. Work closely with the community to identify, select and implement evidence based practice/practice based evidence (EBP/PBE) prevention strategies that are data driven, culturally appropriate, and that use the SMAHSA Strategic Prevention Framework.
  9. Work closely with the Lac du Flambeau Tribal Action Plan.
  10. Maintain a professional and personal code of conduct, which corresponds to the project goals. Maintain confidentiality when indicated.
  11. Must attend all required grant meetings, trainings and development activities.
  12. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Normal office conditions, occasional heavy lifting, daily kneeling, stooping, bending and sitting, providing information to supervisors, and co-workers, by telephone, in written form, e-mail, or in person.
2. **External:** Contact with various community members, tribal programs and agencies.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently and collaboratively with supervision received from the Native Connections Suicide Prevention Program Director.

**H. EDUCATION:** High School or higher education.

**I. EXPERIENCE:** Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. A minimum of two years working in the Human Services Field. Willing to be trained to present safeTALK, QPR, ASIST and Mental Health First Aid. Experience working with youth. Experience and knowledge of local tribal culture and customs.

**J. SKILLS:**

1. Must possess a valid Driver's License, liability insurance and personal vehicle for work-related transportation.
2. Good verbal and written communication skills.
3. Possess knowledge of AODA and/or suicide prevention programs and strategies.
4. Experience working with American Indian populations and communities.
5. Proficient knowledge in use of email, word, excel, and power point.
6. Be a self-starter, initiate tasks and follow directives with minimal supervision.
7. Effectively participate as a team member.
8. Facilitating with small to medium group discussions, and community events.
9. Work with youth in program goals and activities.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office setting, community networking.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Normal bending, kneeling, stooping, and sitting within an office setting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Native Connections Suicide Prevention 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.

