



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **SPF-Partnership for Success Program Director**  
**SUPERVISOR:** Family Resource Director  
**LOCATION:** William Wildcat Tribal Center-Prevention Program  
**POST DATE:** December 15, 2022  
**CLOSING DATE:** Open until filled

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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 Prevention Program and will implement required project activities for the Strategic Prevention Framework-Partnership for Success (SPF-PFS) project.

**Qualifications:** High School Diploma or equivalent required. Experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** \$20.00-\$24.00/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:** SPF-Partnership for Success Program Director

**B. DEPARTMENT:** Prevention Program

**C. SUPERVISOR'S TITLE:** Family Resource Director

**D. DESCRIPTION OF DUTIES:** This position is responsible for developing, implementing and coordinating activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Prevention Program and will implement required project activities for the Strategic Prevention Framework-Partnership for Success (SPF-PFS) project. The individual will work closely with stakeholders of the Lac du Flambeau Tribal, the Native Connections Suicide Prevention Project, SPF-PFS, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by federal and state funders. The program will focus on collecting, analyzing, and reporting on behavioral health, and developing the Implementation Plan for subsequent years of the multi-year projects to reduce suicide and substance use. 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. Implement local tribal SPF-PFS project activities.
2. Collect, store, and compile local tribal project documentation.
3. Establish and maintain relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
4. Work closely with the Family Resource Center, Peter Christensen Health Center (PCHC), Minobimaadiziiwin Coalition, and other local coalitions to collect, analyze and report on behavioral health and community data as required.
5. Input data into SAMHSA's on-line data systems. Successfully complete data system training.
6. Participate in scheduled teleconferences with funders, federal technical assistance providers, and program evaluation partners.
7. Work closely with the community to identify, select and implement evidence-based practice/practice-based evidence (EBP/PBE) prevention strategies are data driven, culturally appropriate, and that use the SAMSHA Strategic Prevention Framework. Maintain a professional and personal code of conduct, which corresponds to the project goals. Maintain confidentiality as appropriate.
8. Maintain a professional and personal code of conduct, which corresponds to the project goals. Maintain confidentiality as appropriate.
9. Must attend all required grant meetings, trainings, and development activities.
10. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Normal office conditions, heavy, daily kneeling, stooping, bending, and sitting providing information to supervisors, and co-workers, by telephone, in written form, email 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 Family Resource Director.

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

**I. EXPERIENCE:** Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. Prevention Specialist Certification preferred, and completion of the Native American Substance Abuse Prevention skills Training (SAPST). Experience and knowledge of local tribal culture and customs.

**J. SKILLS:**

1. Must possess a valid Wisconsin 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 individuals and communities.
5. Possess basic computer skills (word, excel, etc.).
6. Be a self-starter, initiate tasks and follow directives with minimal supervision.
7. Effectively participate as a team member.

**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 SPF-Partnership for Success Program Director 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

