



*Pride of the Ojibwa*  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone 715-634-8934 • Fax 715-634-4797 • HR Fax 715-699-1209

**Position Description (Re-post)**

**Coordinated Services Team Project Coordinator**

**POSTING DATE:** September 22, 2020  
**CLOSING DATE:** Until Filled  
**LOCATION:** LCO Indian Child Welfare Department  
**SALARY:** Negotiable  
**SUPERVISION:** Indian Child Welfare & Family Services Director

**Job Summary:**

The CST Coordinator will ensure that the activities proceed according to the project work plan. The primary responsibility of the Coordinator is to promote collaborative relationships between systems of care for successful service planning.

**Duties and Responsibilities:**

- Bring together parents and relevant representatives from various agencies and organizations to comprise the Coordination Committee as required by Wisconsin Statutes; Coordinate and support their activities, and ensure training and orientation for team members
- Work with the coordinating committee to maintain and support agency participation as established in the MOU.
- Work with coordinating committee to design coordination services for systems working with the child and his or her family, ensuring compliance with established laws, regulations, policies and procedures.
- Assist the Coordinating Committee in establishing consistent measure for program development, implementation, evaluation, and monitoring of the initiative and its outcomes.
- Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.

- Ensure provision of ongoing support and training that is related to the coordinated services team process for families, care/service coordinators, and providers.
- Ensure that grant activities are completed according to the project workplan.
- Administer project budget and provide quarterly narrative progress reports to the funding agency.
- Must be able to pass a criminal background check(s), a preliminary background check will be performed upon receipt of the employment application.
- Must be able to pass a pre-employment drug screen.

**Knowledge, Skills and Abilities:**

- Must possess a High School Diploma. Must be fully knowledgeable about the CST program and how it functions.
- Must possess a valid driver's license, reliable transportation, and insurance coverage.
- Must be dependable, reliable, and accurate.

**Application Procedure:**

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

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***Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.***