

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Coordinated Services Team (CST) Coordinator

Department: Social and Family Services

Hourly Rate: \$17 to \$19 (DOQ)

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Abinoojiyag Resource Center Program Manager

Posting Date: In-house

Opens: September 16, 2024

Closes: September 23, 2024

Posting Date: Public

Opens: December 13, 2024

Closes: January 03, 2025, at 4:30 PM



Summary: The Coordinated Services Team Coordinator is responsible for collaborating and coordinating services for families eligible for the CST program. Will provide support and services for families involved in multiple systems of care, such as AODA, mental health, child welfare, juvenile justice, and special education.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Receive and present referrals for review to the Screening Committee.
- Assist families in developing their team of support, ensuring compliance with basic principles of wraparound core values.
- Develop collaborative relationships and maintain active organizational support with tribal, county, regional, and state programs to maintain and support agency participation as established in the Interagency Agreement.
- Coordinate the development and implementation of the plan of care and monitor ongoing delivery of services is consistent with the coordinated service team approach. Ensure the plan of care is amended as necessary to meet the changing needs of the child, family, service providers, and community.
- Assist in developing strategies to enhance existing programming, increase resources, and/or establish new resources relevant to project goals and objectives.
- Collaborate with Coordinating Committee to schedule technical assistance and/or training for tribal and county service providers in establishing consistent measures for program development, implementation, evaluation, and monitoring of this initiative and its outcomes.
- Ensure completion of quarterly reports – including collecting and recording information and data on placement, diagnoses, expenses, outcomes, and activities to determine effectiveness of the plan.
- Document required information to allow billing time to Targeted Case Management. Submit billings for allowable expenses to maximize funding resources.
- Facilitate public education and awareness of issues and programming for families with children who have multiple needs through community forums, workshops, training, citizen surveys, and publishing/broadcasting public service announcements.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- A High School Diploma or its equivalent.
- A degree in Social Work or another related field is preferred.
- One year or more experience in social services or related field.
- Must have strong knowledge of the human services system and how to access area resources.
- Must be able to utilize the CST assessment tool and become certified in the CANS tool from the State of Wisconsin.

Other Skills and Abilities:**Required:**

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must possess knowledge of and maintain **strict compliance** with the Privacy Act and Tribal Confidentiality Policy.
- Must possess ability to work independently and be self-motivated.
- Must be able to organize, plan, coordinate, facilitate, and collaborate with programs and agencies such as community services providers, courts, etc.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and meet eligibility for Tribal insurance.

Language Skills:

- Have excellent oral and written communication skills.
- Be able to successfully facilitate groups and work well with a diverse group of people.
- Ability to network and form working relationships with other agencies and professionals.

Reasoning Ability:

- Problem-solving skills while working with clients.
- Ability to focus on strengths, understand multiple perspectives, and accept feedback.
- Ability to assess, exercise judgement, decisiveness, and creativity in frequent changing situations,

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs or more and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov