

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Harm Reduction Manager  
**Department:** Administration  
**Hourly Rate:** \$33.00 - \$35.00 DOQ  
**Exempt:** 40 Hours/Week (Grant-Funded)  
**Supervisor:** Tribal Planner  
**Posting Date:** Public  
**Opens:** October 27<sup>th</sup>, 2026  
**Closes:** November 17<sup>th</sup>, 2026 @4:30pm

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**Summary:** The Harm Reduction Manager is responsible for the overall management and day-to-day operations of the Harm Reduction Program. This position provides leadership and supervision to program staff, oversees grant-funded activities and program budgets, and ensures program goals, work plans, and reporting requirements are successfully completed. The Manager will work collaboratively with Tribal departments, community partners, funding agencies, and other organizations to support and strengthen harm reduction services. This position is also responsible for identifying and pursuing future funding opportunities to support the continued sustainability and growth of the program while ensuring services remain consistent with harm reduction principles and responsive to community needs.

**Essential Duties and Responsibilities** include the following:

- Provide overall leadership, direction, coordination, and day-to-day oversight of the Harm Reduction Program, including supervision and support of program staff.
- Promote a positive, respectful, nonjudgmental, and collaborative working environment consistent with harm reduction principles.
- Oversee grant-funded programs and activities to ensure work plans, objectives, deliverables, reporting requirements, and timelines are completed.
- Oversee program and grant budgets, expenditures, procurement, contracts, and other financial processes in collaboration with program staff, Accounting, and appropriate Tribal departments.
- Identify and pursue funding opportunities and lead and/or coordinate grant applications, proposals, budgets, and work plans to support the sustainability and growth of the Harm Reduction Program.
- Oversee program data collection, grant metrics, and reporting and use program data, participant feedback, and community input to guide program planning and improvement.
- Coordinate program activities, outreach, education, training, technical assistance, and community engagement efforts to ensure services are responsive to participant and community needs.
- Develop and maintain collaborative relationships with Tribal programs and departments, community organizations, health care providers, funding agencies, and other partners.
- Represent the Harm Reduction Program at meetings, trainings, community events, conferences, and other activities as appropriate and provide program updates to Tribal administration, Tribal Council, funding agencies, and other appropriate entities.
- Assist in the development, implementation, and review of program policies, procedures, protocols, educational materials, communications, and internal processes.
- Monitor emerging community needs and harm reduction trends and advocate for accessible, participant-centered services that reduce stigma and barriers experienced by people who use drugs.
- Maintain strict confidentiality of all sensitive and personal data.
- Other duties as assigned.

**Qualification Requirements:** Key requirement to this position is personal and/or close family experience with discrimination due to being identified as a “drug user” and/or a person with mental illness and/or familiarity with the principles of harm reduction and experience using them in your interactions with others.

**Preferred Qualifications:** At least two (2) years of sobriety, including participation in MAT/MOUD recovery.

**Education and/or Experience:**

**Required:** Personal and/or professional experience working with people who use drugs; 2 years of supervisory experience of staff and grant funded projects. Associate degree required, or ability to obtain one within an agreed upon time length. A minimum of three (3) years of experience in Harm Reduction, Human Resources, Public Health, or a related field is required. Experience in program administration, program management, and grant management is required. Experience researching funding opportunities and developing grant applications or proposals is preferred.

**Other Skills and Abilities:**

**Required:**

- Good interpersonal communication skills – the ability to engage professionally and respectfully with people from various different backgrounds, including people who use drugs, healthcare providers, coworkers, etc.;
- Conflict management;
- The ability to complete daily tasks with minimal supervision;
- Attention to detail;
- The desire and ability to collaborate on projects involving the input of a team;
- Goal-setting and goal-achieving to keep the program on track to meet its daily, monthly and annual objectives;
- Good written communication skills;
- Proficiency with computers and software programs (i.e., Office Suite, Google).

**Cultural Sensitivity:**

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

**Background Check:**

General background required. This is a required driver position, must possess a valid state driver’s license, adequate vehicle/liability insurance and/or meet eligibility for Tribal insurance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hours and conditions of work:**

This job will involve regular tribal work hours, with some weekends and evenings. The position will be based in an office located in the Harm Reduction building, but the work will require some off-site meetings and limited out-of-town travel.

**Physical and Emotional 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 and/or carrying for short distances. Overdose prevention work is challenging to some due to the stakes involved and the proximity to grief and loss. All applicants are encouraged to be honest with themselves about whether they have the inner, family and community resources to handle the emotional loads. Anyone hired for this position is encouraged to seek supportive services available in managing stress, grief and loss and substance use disorder issues. The Tribe provides EAP services to all employees.

**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. Subject to indoor and outdoor conditions. The employee may occasionally enter participants' homes to complete meal deliveries. Noise level is 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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)