



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Tribal Overdose Prevention (TOP) and Harm Reduction Coordinator
(Grant Position ending 08/30/2028 but Grant can be renewed for up to four years if goals are met each contract year)

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am – 4:30pm

Salary Range: \$20.00 per hour

Posting Date: April 2, 2024

Closing Date: 4/15/2024

Description of Position:

The goal of the Tribal Overdose Prevention Grant is to decrease unmet treatment needs and opioid overdose through the provision of prevention, harm reduction, and data /evaluation collection for community needs assessment. The TOP coordinator will be responsible for knowledge of SAMHSA’S overdose prevention tool kit, naloxone training and collaborating with community members. Provide training and education to as risk populations and referring them to the appropriate resources/treatment.

Qualifications:

- Associate’s Degree in Human Services field required.
- Must be a skilled communicator with the interpersonal skills to constantly coordinate activities of diverse staff and patients
- Critical thinking and decision-making skills
- Compassionate, sympathetic, and ethical, with time management and excellent communication skills
- Must be a team player
- Must have a valid Driver’s License, personal vehicle insurance and reliable transportation

- Must be able to pass a pre-employment and random drug test and prefer abstinence of drugs and alcohol.
- Pass a Criminal background check and have proof of rehabilitation if any drug related crimes
- Must abide by all HIPPA regulations. Must be aware of and strictly abide by the Code of Confidentiality

Duties and Responsibilities:

- Complete continuing education in crisis management, Trauma Informed Care, Tribal Behavioral Health Agenda, suicidal trainings, and any other's deemed necessary for job duties.
- Assist those entering Bizhiki Addiction Medicine Recovery Clinic with forms and appointments as needed.
- Assess level of care under the direct supervision of Substance Abuse Counselors, Clinical Supervisor, and Addictions Physician using the ASAM criteria.
- Work with Counselors and healthcare staff from the Tribe and partnering agencies to coordinate delivery of mental health and substance abuse services for patients as efficiently as possible.
- Work with team to develop efficient responses to overdose reports and educating community.
- Educational events to inform community and others on prevention, current trends, and needs.
- Other duties as assigned by the Behavior Health Administrator.

Supervision and Guidance:

The Tribal Overdose Prevention (TOP) and Harm Reduction Coordinator receives supervision from the TOP Project Director, with oversight by the Behavioral Health Administrator and Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

03/19/2024