



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

## **Tribal Court Improvement Program Coordinator**

**Posting Date:** April 1, 2022  
**Closing Date:** Open Until Filled  
**Location:** LCO Tribal Court  
**Supervision:** LCO Tribal Administration

**JOB SUMMARY:** This position will oversee the LCO Tribal Court Improvement Grant which ends on September 29, 2023. The original purpose of the grant was to order an assessment of the Tribal Court's handling of child welfare proceedings. The assessment is now complete and the person in this position will continue to ensure that the safety, permanency, and needs of children are met in a timely and complete manner as well as continue to improve the quality of child welfare court hearings by assisting with training efforts to ensure legal representation.

### **Major Tasks and Responsibilities:**

- Manage the LCO Tribal Court Improvement Grant.
- Coordinate and facilitate an Advisory Committee to implement improvements based off the assessment.
- Assist the Chief Judge with facilitating the Court Appointed Special Advocate (CASA) program.
- Monitor spending of the grant, contract and program data requirements.
- Coordinate with the Finance Department, and Court Director to ensure cost recovery on all grants, contracts and awards for programs.
- Ensure overall compliance with terms and conditions of the grant and contract.
- Maintain a grant, contract, program reporting calendar.
- Manage the data collection and reporting for the grant.
- Write and submit required reports to the Tribal Court Director for review and submittal to funding agency.
- Perform other duties as assigned by Court Director.

### **Minimum Qualifications:**

- Bachelor's degree in business administration, social science, criminal justice or other social science field preferred.
- Two (2) to four (4) years of experience in financial analysis, financial management, developing and monitoring budgets, grant reporting, and/or accounting.
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a background check.

**Specific Skills/Knowledge/Abilities Required for Position:**

- Knowledge of Federal Grant compliance, such as Department of Justice, and administration.
- Proficiency in MS Office products and ability to work with MIT accounting packages.
- Outstanding communication skills (written and oral).
- Ability to communicate in a diplomatic, friendly, and effective manner.
- Ability to work on multiple priorities and meet deadlines.
- Ability to solve problems creatively in order to meet organizational goals and objectives.
- Ability and experience facilitating committees.
- Must possess ability to communicate professionally, both orally and in writing with a service-orientated approach, sometimes in stressful circumstances.
- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Must have a valid Wisconsin driver's license.
- Must have interest and knowledge of Native lifestyle and culture.
- Demonstrate maturity, dependability, judgment and empathy in performances of assigned duties.
- Must possess professional work ethics, manner, and appearance.

**Application Procedure:**

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, 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.

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

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Recourse 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.*