



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:**            **Project Coordinator (LDF Opioid Overdose Prevention/Education Project)**  
**SUPERVISOR:**        Planning Department Manager  
**LOCATION:**            Planning Department  
**POST DATE:**         **December 18, 2017**  
**CLOSING DATE:**     **Open until filled**

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**General Description:** Project Coordinator for the Lac du Flambeau Opioid Overdose Prevention and Education Project is responsible for ensuring compliance and implementation of the FR-CARA Project through SAMHSA. The project is designed to enhance the Tribe's local efforts at reducing fatal overdoses through a combination of local training for first responders, members of key community sectors and community members. This project will also enhance efforts by providing a consistent supply of Naloxone for programs and individuals completing Naloxone administration training.

**Qualifications:** Bachelor's Degree required in Human Services field. Master's preferred. Minimum of two (2) years working in the Human Services field. Two (2) years of project management experience is required. Prior experience managing a federal or state grant is required.

**Salary:** \$22.00 -\$25.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and **notarized release of information form by the deadline.** Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer

with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Project Coordinator for the Lac du Flambeau Opioid Overdose Prevention and Education Project

**B. DEPARTMENT:** Lac du Flambeau Planning Department

**C. SUPERVISOR'S TITLE:** Planning Department Manager

**D. DESCRIPTION OF DUTIES:** Project Coordinator for the Lac du Flambeau Opioid Overdose Prevention and Education Project is responsible for ensuring compliance and implementation of the FR-CARA Project through SAMHSA. The project is designed to enhance the Tribe's local efforts at reducing fatal overdoses through a combination of local training for first responders, members of key community sectors and community members. This project will also enhance efforts by providing a consistent supply of Naloxone for programs and individuals completing Naloxone administration training through the following activities:

1. Participation in training to learn how to administer overdose reversing
2. Collaboration to develop processes, protocols, mechanisms for referral to appropriate treatment and recovery communities
3. Participation in an advisory council made up of agencies engaged in efforts to prevent prescription drug/opioid overdose-related deaths
4. Collaborate with other partners to provide public education on Wisconsin "Good Samaritan" laws that permit bystanders to alert emergency responders to an overdose or to administer FDA-Approved overdose reversal drugs without fear of civil or criminal penalties
5. Participation in data and performance measurement on the number of first responders and key community sectors equipped with opioid overdose reversal drugs, the number of opioid and heroin overdoses reversed and the extent to which victims and families receive information about treatment services and admissions and tribal organizations; gather data and coordinate with evaluator.
6. Provide quarterly trainings on opioids and opioid addiction in collaboration with the Peter Christensen Health Center and HCAT member organizations.
7. Equip all first responders and members of key community sectors with an approved drug (Naloxone) to reverse opioid drug overdose.
8. Educate all Lac du Flambeau first responders and members of key community sectors as well as community members about the treatment options available for opioid addictions
9. Develop, share and evaluate a management system and data collection process for 18-month purchase and supply cycle of Naloxone.

9a) Provide purchased Naloxone to first responders and members of key community sectors.

10. Develop brochures and community presentations focused on opioid overdose, treatment options for opioid addicts and prevention of opioid abuse for use at community events including: Youth Expo, Wild Rice Festival, Lakes Fest, Bear River Powwow, Waaswaaganing Indian Bowl Powwows and additional community events as they develop.

11. . Access or develop and evaluate culturally appropriate opioid abuse prevention materials for use in the public school, Abinojiiyag Youth Center and tribal programs.

12. . Develop, implement and take the lead on all other project-related duties required by the project work plan.

13. . Requires travel within the Lac du Flambeau tribal community and attendance at a yearly mandatory grantee meeting in Washington D.C.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with the tribal community members, health and human service professionals, law enforcement, schools, traditional leaders and healers.
2. **External:** Frequent contact with tribal and community partners, Indian Health Services, State, Federal and other Tribal Officials, tribal community members, tribes, health and human service professionals, law enforcement and schools.

**F. SUPERVISORY RESPONSIBILITIES:** Program development, coordination, implementation, and evaluation; will oversee training and community education events.

**G. SUPERVISION RECEIVED:** Supervision received from Planning Department Manager

**H. EDUCATION:** Bachelor's Degree required in Human Services field. Master's degree preferred.

**I. EXPERIENCE:**

- A minimum of (2) years of experience working in the Human Services field.
- Two (2) years of project management experience.
- Prior experience of managing a federal or state grant program is required.

**TECHNICAL QUALIFICATIONS:**

- Demonstrated experience leading and managing a comprehensive grant funded program.
- Demonstrated experience and working knowledge of disseminating information to those served by the project and the public, including Federal, State, Local and Tribal governments and organizations, Indian community organizations and coalitions, and schools.
- Demonstrated understanding of evidence-based theory, program development, management and evaluation of training and community engagement and the development of policies.

**J. SKILLS:**

- Ability to manage time effectively
- Ability to communicate effectively in writing or orally
- Extensive knowledge and experience working with Native American communities, customs and culture is required.

**K. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Project Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du flambeau Tribe will not be tolerated and is subject to disciplinary action.

**L. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must adhere to strict confidentiality at all times. Some travel is required. Must provide liability insurance and automobile insurance coverage throughout the term of the contract. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**M. SIGNATURES:**

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