



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

### **JOB DESCRIPTION**

**POSITION:** Native Connections Project Coordinator

**LOCATION:** Mishomis Wellness Center

**SALARY:** \$15 - \$16 per hour, Minimum of 40 hours per week, Plus Benefits  
*Weekends, holidays, and evenings may be required.*

### **THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION**

**SUPERVISOR:** Native Connections Grant Manager/Behavioral Health Department Head

**GENERAL:** The Native Connections Grant is a 5 year grant serving youth in the Red Cliff Community between the ages of 0-24. The Project Coordinator and Grant Manager will work together to achieve the mission and financial objectives of this grant. The Project Coordinator will perform the following essential duties and responsibilities:

#### **DUTIES AND RESPONSIBILITIES:**

1. Work in collaboration with the Grant Manager to complete community needs assessments annually.
2. Make phone calls and face to face contacts with community members and tribal program directors to gain information in relation to AODA and suicide issues in the community.
3. Attend community meetings and events to foster a team approach to dealing with AODA and suicide issues within the tribe.
4. Assist in coordinating community gatherings which will focus on results of annual assessments.
5. Assist in creating community action plan which will include identifying needs; follow through from the action plan and assisting the Grant Manager to develop community wide policies and procedures for prevention and postvention protocols.
6. Provide assistance in maintaining paperwork required from the grant as well as data for quarterly reports.
7. Maintain a working knowledge of significant developments and trends in the field.
8. Work cooperatively and frequently with the evaluator of the project to assure all goals are being met.
9. Attend webinars and other trainings as mandated by the grant.

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10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None

**SKILLS AND KNOWLEDGE REQUIRED:** Excellent public speaking and community skills; ability to work well with tribal youth; good interpersonal skills and the ability to get along with diverse populations.

**QUALIFICATIONS:**

1. Minimum of high school diploma, HSED or GED required.
2. Associate's Degree in a Human Service field is preferred.
3. A minimum of two years working with mental health grants and Native American population.
4. Experience in public speaking and planning events preferred.
5. Ability to work with tribal communities; ability to work independently with minimal supervision; ability to work cooperatively as a team member.
6. Demonstrated respect for diversity.
7. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** May include Tribal Council and appointees; all Tribal employees; representatives of other Tribes: Local, State and Federal government agencies, financial institutions, technical consultants, vendors, etc. and the general public

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed on overhead shelving.

**WORK ENVIRONMENT:** Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All Tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

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**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**POSTING DATE:** January 9, 2018  
**DEADLINE:** Open until filled

**FOR FURTHER INFORMATION:**  
Red Cliff Tribal Administration Building  
Human Resources Department  
88455 Pike Road  
Bayfield, WI 54814  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)  
[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

(715) 779-3700 ext. 4268 or 4267

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**SPECIAL CONSIDERATION:** The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

### **EMPLOYEE BENEFITS PACKAGE**

#### **THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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