



# Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275



Position: GA/TANF/FSET/NEW/CST Coordinator  
Salary: Commensurate with Education/Experience  
Hours: Full-time  
Reports to: Economic Support/Family Services Director

## Job Summary:

*The coordinator's primary responsibility is to ensure the goals and objectives of the programs are met.*

## Duties/Responsibilities:

- Prepare agreements for all service providers participating in the CST.
- Evaluate state, county and tribal resources to ensure families' needs are met and to avoid duplication of services.
- Plan for sustainability of the system change beginning in the first year by maintaining relationships with families and agencies and creating a consortium to pursue additional funding.
- Recommend families involved in two or more systems of care (emotionally disturbed children are priority) for CST consideration.
- Ensure the directives/recommendations of the CST are followed.
- Oversee the development and implementation of the initiative.
- Establish operational policies and procedures, such as referral and screening procedures, a conflict management policy, and a flexible funding policy, and ensure that the policies and procedures are monitored and followed.
- Ensure quality, including adherence to the core values of the initiative.
- Provide orientation of the concept and principles of the CST approach to new team members.
- Identify and address gaps in services for children and families who are identified by the CST.
- Create and administer surveys to determine agency and client satisfaction.
- Distribute information about the initiative to the general public and to public or private service providers who want to make referrals.
- Maintain data related to all aspects of the initiative.
- Write timely and comprehensive grant reports.
- Treat clients and other employees with courtesy and respect.
- Complete client's intake information, fill-out verification forms, create case plans, establish work sites, and visit work site supervisors.
- Maintain accurate client files and update as needed.
- Reply to client's correspondence.
- Set up workshops for clients.
- Monitor cases to ensure accurate benefits.
- Establish and maintain a productive working relationship with staff, clients, management and outside agencies.
- Maintain strict confidentiality in all departmental matters.
- Participate in Family Services sponsored activities.
- Complete other duties as assigned.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii**



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## **Qualifications:**

- High School Diploma, HSED Diploma or GED certification - Required.
- Have excellent verbal, written, presentation and computer skills.
- Ability to maintain confidentiality in all department matters.
- Ability to participate in ongoing trainings/workshops.
- Willingness to travel (overnight stays) for trainings/workshops locally and out of state.
- Ability to work cooperatively and effectively with fellow employees.
- Must have a valid Wisconsin Driver's License

*Pre-employment/random drug tests will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications to: (Applications are available at Sokaogon Chippewa Tribal Hall)

Donna Vodar, HR Director

Phone: (715) 478-7663

3051 Sand Lake Road

Email: [donna.vodar@scc-nsn.gov](mailto:donna.vodar@scc-nsn.gov)

Crandon WI 54520

Posting Date: January 17, 2019

Closing Date: February 7, 2019

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