



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

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



Position: Behavioral Health Grants Coordinator
Salary: Commensurate with Education/Experience
Hours: Full-time
Reports to: Behavioral Health Manager
Job Summary:

The Behavioral Health (BH) Grants Coordinator is responsible for writing and maintaining all the current and future (BH) grants. This position provides comprehensive services including: planning and implementing grant programs, performing grants research, writing grant proposals, preparing grant applications, auditing grant compliance and, preparing and issuing grants reports.

Duties/Responsibilities:

- Attend regularly scheduled monthly collaboration sessions with supervisors and colleagues.
- Complete industry standard documentation.
- Develop protocols, policies/procedures for grant writing.
- Find grants appropriate for Behavioral Health and get Clinic and Council approval.
- Attend trainings/meetings regarding grants.
- Maintain professional certifications and improve professional knowledge through seminars, accredited courses and in-service education.
- Report grants on due dates to the state and to accounting.
- Collaborate grant writing efforts with Behavioral Health staff in order to secure funding for specific areas and specialties.
- Complete all other duties as assigned.

Qualifications:

- Associate's Degree preferred
- Minimum of two years' grants experience preferred.
- Behavioral Health experience preferred.
- Grant writing and grant monitoring experience.
- Excellent verbal, written and computer skills.
- Ability to prioritize tasks.
- Detail orientated
- Reliable.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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- Ability to work both independently and work cooperatively with others.
- Valid driver's license.

This position will require a drug test and background check.

NATIVE AMERICAN PREFERENCE IS GRANTED IN ACCORDANCE WITH P.L. 93-638.

Applications are available at the Sokaogon Chippewa Tribal Office. Submit your completed application and resume to:

Donna Vodar
Director, Human Resources
3051 Sand Lake Rd.
Crandon, WI 54520
Email: donna.vodar@scc-nsn.gov
Telephone: 715-478-7663

POSTING DATE: September 7, 2021
CLOSING DATE: Open Until Filled

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