



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

- Position:** Prevention Specialist (3 year grant position)
- Location:** Lac Courte Oreilles Community Health Center
- Hours:** Monday –Friday 8:00am-4:30pm but flexible hours for evening events
- Salary Range:** \$13.00 - \$17.00 per hour
- Posting Date:** September 10, 2018
- Closing Date:** September 21, 2018

Description of Position:

The Prevention Specialist work closely with the Community Advisory Board, clinic staff, AODA/Mental Health Therapists and community at large to identify, select and implement evidence-based practice/practice based evidence prevention strategies for suicide prevention among tribal youth; including culturally-appropriate suicide screening, treatment, and follow-up protocols for high-risk individuals in the tribal community. Will reduce risk factors and increase protective factors associated with suicide. Incorporate the Medical Home Model Approach for implementation of best practice strategies.

Qualifications:

- High School Diploma or equivalency required
- Associate's Degree in Prevention or Substance Abuse Counseling or Related Field preferred.
- Experience in providing substance abuse prevention and suicide prevention education and programming to Native American Communities preferred.
- Experience and knowledge of local tribal culture and customs.
- Knowledge of an Electronic Health Record highly preferred.
- Knowledge and experience of internet software; Spreadsheet software, Excel and Word Processing, MS Office, including Outlook Software required.
- Must have strong communication skills and time management skills.
- Must be able to pass a background/caregiver check.
- Must be able to pass pre-employment drug screen and random drug screens.
- Must have Valid WI Drivers License.
- Must have sufficient vehicle insurance coverage.
- Must abide by all HIPAA rules and regulations.

Major Duties and Responsibilities:

1. Continuously Work and collaborate with the Lac Courte Oreilles youth and community on suicide and substance abuse prevention.
2. Collaborate to create all local tribal Native Connections project activities.
3. Collect, store and compile local tribal project documentation and data.
4. Work closely with clinic staff and Community Advisory Board to collect, analyze and report on youth behavioral health data as required.
5. Oversee SAMHSA grant activities work with assigned evaluator and governmental project staff, and submit required progress reports.
6. Maintain a professional and personal code of conduct which corresponds to the Native Connections goals.
7. Assist in the assessment for training/technical assistance needs and provide, as necessary, utilizing partnerships for youth suicide prevention.
- 8 Implement and report on suicide prevention and/or behavioral health data to key stakeholders in the community.

9. Promotes the prevention models of :
 - Strategic Prevention Framework
 - Risk and Protective Factors/Assessment
 - Prevention Strategies and Principles.
10. Analyze data for trends in alcohol, tobacco, suicide and other drug use.
11. Collect and utilize current local data to develop and implement a plan for prevention strategies.
12. Participate in planning groups to incorporate prevention techniques.
13. Be a leader in collaborative planning.
14. Participate in developing new and/or strengthen existing community coalitions.
15. Advocate for prevention services.
16. Reporting of Adverse Incidents according to policy.
17. Participate in Incident Command as directed by management.
18. All other duties assigned by the Behavioral Health Administrator.

Supervision and Guidance:

The Youth Prevention Coordinator will work under the direct supervision of the Behavioral Health Administrator with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Sara Klecan, Human Resources Director
13380W Trepania Road
Hayward, Wisconsin 54843

(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

09/06/2018