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:	Maamawiikandaa: Let's All Work Together Grant Prevention Coordinator (grant position) Five-year Grant 9/30/2026 – 9/29/2031
Location:	Lac Courte Oreilles Community Health Center
Hours:	Monday –Friday 8:00am-4:30pm or others as assigned
Salary Range:	$26.50 - $31.14
Posting Date:	October 28, 2026
Closing Date:	Open Until Filled
Classification:	Full Time / Non-Exempt

Description of Position:

The Prevention Coordinator will oversee the SAMHSA Maamawiikandaa: Let's All Work Together grant (with guidance from the BH Director) to ensure quality and compliance of all programmatic, fiscal, administrative, and evaluation activities; supervise project staff; coordinate project partners; oversee implementation of the community needs assessment, strategic plan, overdose response protocols, workforce development, and community engagement activities; purchasing grant-funded supplies; manage the project budget and reporting requirements; and serving as the primary liaison with SAMHSA throughout the project period. The position requires experience in project management, federal grant administration, behavioral health or prevention programming, budgeting, and collaboration with Tribal communities. Coordinate and collaborate a comprehensive, community wide prevention system with LCO Ojibwe School and LCO Boys and Girls Club. Support community wide activities to develop strategic planning, workforce development, policy development, and sustainability efforts while ensuring project activities align with Tribal priorities and community needs. The leadership will strengthen cross-sector partnerships, expand culturally responsive prevention services, and build long-term capacity to prevent substance use and overdose among our youth, young adults, and families.

clinic staff, AODA/Mental Health Therapists and community at large to identify, select and implement evidence-based practice/practices-based evidence prevention strategies for suicide prevention/substance misuse among tribal youth up to age 24; including culturally-appropriate screening, treatment, promoting physical and emotional health, and follow-up protocols for high-risk individuals. The coordinator will reduce risk factors and increase protective factors associated with suicide and substance misuse.

Qualifications:

- Bachelor's degree or equivalency required in Social or Human Services preferred.
- Current WI Prevention Specialist License preferred or willing to gain the WI Prevention Specialist in Training License and Full Prevention Specialist License within two years.
- Experience in providing substance abuse, overdose and suicide prevention education and programming to Native American Communities preferred.
- Experience and knowledge of local tribal culture and customs.
- Knowledge and experience of internet software; Spreadsheet software, Excel and Word Processing, MS Office, including Outlook Software required.
- Must possess high levels of organization, 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 Driver's License.
- Must have sufficient vehicle insurance coverage.
- Must abide by all HIPAA rules and regulations.

Major Duties and Responsibilities:

1. Work with grant prevention team (with guidance from the BH Director) to ensure grant activities are in compliance with the grant's expectations and Strategic Plan.
2. Attend Prevention Grants weekly meetings with prevention team to schedule outreach events, complete ordering processes, advertising, and communication with community programs/members.
3. Continuously work with the Lac Courte Oreilles youth, community stakeholders and community on substance use, overdose and suicide prevention.
4. Oversee all project evaluation, performance monitoring, and reporting activities in collaboration with Behavioral Health Prevention Specialist, Youth Prevention Specialist project partners, and the external evaluator.
5. Collect, store and compile local tribal project documentation and data.
6. Coordinate Project Venture curriculum through the LCO and Hayward Schools.
7. Oversee CDC TPWIC grant activities work with assigned evaluator and governmental project staff, and submit required progress reports.
8. Maintain a professional and personal code of conduct which corresponds to the TPWIC goals as evidenced in social media and community events.

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9. Assist in the assessment for training/technical assistance needs and provide, as necessary, utilizing partnerships for substance use, overdose and youth suicide prevention.
10. Implement and report on suicide prevention and/or behavioral health data to key stakeholders in the community.
11. Analyze data for trends in substance use, chronic disease prevention, while promoting physical, mental and emotional health for Native youth.
12. Collect and analyze both quantitative and qualitative data, including participation records, training evaluations, community engagement feedback, behavioral health referrals, school and community indicators, and required SAMHSA Government Performance and Results Act (GPRA) and SPARS performance measurements. Project data will be reviewed quarterly basis to monitor progress toward project goals, identify emerging needs, guide continuous quality improvement and ensure timely completion of all required programmatic and financial reports. Collect and utilize current local data to develop and implement a plan for prevention strategies.
13. Participate in planning groups to incorporate prevention techniques.
14. Be a leader in collaborative planning with the community and other communities including other tribal programs.
15. Participate in developing new and/or strengthen existing community coalitions.
16. Advocate for prevention services.
17. Reporting of Adverse Incidents according to policy.
18. Participate in Incident Command as directed by management.
19. All other duties assigned by the Behavioral Health Director.

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Supervision and Guidance:
The Prevention Coordinator will work under the direct supervision of the Behavioral Health Director 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
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources Director
9940N County Highway K
Hayward, Wisconsin 54843

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(715) 638-5100
(715) 634-6107 FAX
healthcenterhr@lcohc.com

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.

10/27/2026

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