



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
9940N Cty Hwy K • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100

Position Description

This is a grant-funded, limited-term position scheduled to end on September 29, 2026. Continued employment is contingent upon ongoing grant funding.

Position: Project AWARE Coordinator

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm

Grant period: Grant ends September 29, 2026.

Wage Range: \$27.00 per hour

Classification: Full Time/Non-exempt grant position

Posting Date: November 24, 2025

Closing Date: December 9, 2025

Description of Position:

The Project AWARE Coordinator is responsible for all grant reporting tasks, including quarterly programmatic reports and all other SAMSHA requirements. The Project Coordinator is responsible for directing, coordinating, and implementing standards associated with the Project AWARE Program. This role will ensure that key outcomes are achieved by all key partners. This position will also attend SAMSHA meetings and be responsible for the successes of the Project AWARE School-Based Mental Health goals and objectives.

Qualifications:

- Bachelor's in Project Management, Public Administration, Social Work, Psychology, or related field; Or, an AA/AS in a related field with 4 years of relevant work experience.
- Previous experience in grant reporting required.

- Knowledge and sensitivity to Native American mental health issues and ability to develop a culturally affirming practice.
- Knowledge and sensitivity for school-aged youth.
- Ability to be a contributing member of an integrated AODA/Mental Health and Health Care team.
- Ability to consistently demonstrate an effective and efficient management style that elicits dedicated efforts from staff and provides for the prosperity of the project.
- Ability to apply the principles of continuous quality improvement to activities.
- Strong communications and computer skills.
- Ability to maintain confidentiality practice in accordance with DHS 92 and 51 and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Extensive working knowledge of mental health and SUD diagnostic and treatment programs, and local community service agencies.
- Must have valid WI Driver License.
- Must pass background/caregiver check.
- Must pass pre-employment drug testing.

Major Duties and Responsibilities:

1. Develops project plans, project schedules, budgets, and expenditures. Ensures that project deadlines are met, and that program plans and activities are executed in keeping with the organization's values, mission, vision, and strategy.
2. Facilitate, with the expertise of the School-Based Mental Health Therapists the following:
 - a. A school-based suicide awareness, prevention and post prevention training program;
 - b. An advisory board and maintaining active participation;
 - c. A workforce capacity-building plan;
 - d. A comprehensive violence prevention program;
 - e. A school safety and threat/violence prevention plan;
 - f. Prevention, intervention, treatment plan services;
 - g. Developing referral pathways;
 - h. Data gathering, and project specific requests etc.;
3. Spearhead, schedule, and plan the Advisory Board for improvement of school-based mental health programs.
4. Spearhead the sustainability plan that will include policy changes that support maintaining the project after the grant period ends.
5. Collect the data needed to measure project objectives and submit to SAMSHA with reporting requirements.
6. Promotes the retention of culturally competent, strengths-oriented personnel who understand the communities served.
7. Coordinates with all agency partners to maintain cross-agency collaboration.
8. Promotes the retention of culturally competent, strengths-oriented personnel who understand the communities served.

9. Ensure services area compliance with applicable federal, state, and local standards and requirements.
10. Any other duties assigned by the Behavioral Health Administrator.

Supervision and Guidance:

The Project AWARE Project 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
Human Resources
9940N Cty Hwy K
Hayward, Wisconsin 54843
715-638-5132
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.

11/19/2025