



**Lac Courte Oreilles  
Community Health Center**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186  
Telephone: 715-638-5100  
Administrative Fax: 715-634-6107  
Medical Records Fax: 15-634-2740

## **Position Description**

**Position:** Circles of Care Data Manager

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday through Friday 8:00am-4:30pm

**Salary:** \$17.00 - \$20.00 per hour

**Posting Date:** June 24, 2020

**Closing Date:** Open Until Filled

### **Description of Position:**

The Circles of Care Data Manager will be responsible for collecting data from a variety of sources. They will work collaboratively to ensure data is collected, managed and reported clearly, accurately and securely carry out tasks and responsibilities. The Circles of Care Data Manager will work with the Circles of Care team to identify gaps in services and how to alleviate the burdens faced by the Lac Courte Oreilles Community.

### **Qualifications:**

- LPC, APSW, or LICSW preferred..
- Must possess a high school diploma or HSED equivalent.
- Must have experience in working with tribal communities.
- Must possess excellent computer, written and verbal communication skills.
- Must have organizational skills with a keen eye for detail.
- Ability to maintain a high level of energy to keep up with the pace of project demands.
- Ability to manage data collection of similar size and scope in a tribal setting.

- Ability to form part of the collaborative process between the project director, partners and other members of Circles of Care team.
- Must have a valid Driver's License, good driving record, valid vehicle insurance and reliable transportation.
- Must be able to pass a pre-employment and random drug test.
- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Must abide by all HIPPA regulations. Must be aware and strictly abide by the Code of Confidentiality.

**Duties and Responsibilities:**

- Report back to Key stakeholders.
- Attend meetings for Circles of Care grant through duration of grant.
- Assist the project director and training and prevention coordinator with planning and implementation of grant activities.
- Partner with Great Lakes Tribal Epidemiology Center to analyze community data.
- Conduct ongoing evaluations.
- Prepare reports, statistical comparisons, data charts, and other presentation materials.
- Work with partners to establish baseline data and mental health/ substance abuse protocols.
- Collect, monitor, and report on community-level data for Circles of Care grant.
- Coordinate with other federal grants to monitor and collect data.
- Coordinate data usage and sharing agreements with collaborating partners.
- Reporting of Adverse Incidents
- All other duties as assigned.

**Supervision and Guidance:**

The Circles of Care Data Manager will work under the direct supervision of the Project Director with oversight by the Behavioral Health Administrator.

**Application Information:**

\*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

**Applications may be obtained from and submitted to:**

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
sklecan@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.

