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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: APRIL 15<sup>th</sup>, 2021**

**DEADLINE: APRIL 29<sup>th</sup>, 2021**

### **JOB DESCRIPTION**

**POSITION:** Social Services Program Coordinator

**DEPARTMENT:** Social Services

**REPORTS TO:** Director of Social Services

**LOCATION:** LVD Social Services

**EMPLOYMENT:** Full-time/Part-time

**SALARY/PAY RATE:** \$12.00/hour

**FUNDING SOURCE:** Grant-Funded (3-year grant)

### **JOB DESCRIPTION:**

The Lac Vieux Desert Social Services Program Coordinator is responsible for developing and implementing cultural training and curriculum associated with Victim Advocates and Trauma. The Program Coordinator is responsible for developing culturally sensitive trainings and facilitating the implementation of program curriculum. The Program Coordinator must have excellent leadership skills and ensure program requirements and guidelines are met. The Program Coordinator must ensure communication between all administrative staff involving all programming to ensure grant requirements are completed correctly and information is submitted by deadlines.

### **DUTIES AND RESPONSIBILITIES:**

- **Ensure confidentiality on all matters relating to crime and crime victims.**
- Assist with follow ups on client referrals and services.
- Manage communication between agencies and the ability to work with Advocates, Tribal Police, Tribal Prosecutor, Legal Department, and Tribal Court.
- Knowledge or willing to learn history, culture, and traditions of Lac Vieux Desert Band of Lake Superior Chippewa Indians and ability to incorporate cultural knowledge into the trainings and curriculum.
- Knowledge or willing to learn Tribal and State laws relating to crime and crime victim rights, legal terminology, court practices and procedures and modern office procedures.
- Responsible planning, organizing, and implementing all program curriculum, activities and trainings.
- Coordinate events from start to finish; travel arrangements for incoming speakers/trainers, location and set up arrangements, food arrangements, etc.

- Guides, supports, and serves as a positive role model for the community.
- Supports activities in the Tribal and surrounding communities.
- Recruit participants, including outreach to community members and incorporate elements of programming into scheduled trainings.
- Develops volunteer to-do activity lists to encourage community members to stay involved in the program(s).
- Develops orientation/meetings and appealing discussion groups throughout the program to engage community members.
- Facilitate service projects for participants and family members to carry out in their community.
- Manage data collection including completion of pre and post survey's, curriculum participation, and documentation.
- Evaluate program on a continual basis and provide feedback to the Director.
- Prepare and submit program reports according to grant timeline.
- Submit reimbursement requests with detailed activities performed and cost breakdown.
- Follow requirements set by the Director for purchasing, personnel, and general operations.
- Ensures program is compliance in all aspects.
- Promotes healthy living by modeling healthy lifestyle behavior and develops positive relationships with Community members.
- Must be flexible and assume other responsibilities assigned by the Director of Social Services.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Director of Social Services.

#### **MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older
- High school diploma or GED
- Required to possess and maintain a valid Drivers License
- Must be able to work under minimal supervision
- Ability to lift up to 50 pounds, stand and/or sit for long periods of time
- Ability to accurately use Microsoft Word and Microsoft Excel
- Leadership skills including problem solving and confident in decision making
- Strong understanding and desire to work with Our Community in a positive environment
- Must be willing to work evenings, weekends, holidays, when required
- Must be willing to and able to pass all background checks and any other pre-employment screenings
- Attend required trainings, events, and fundraisers

#### **PREFERRED QUALIFICATIONS:**

- Experience working in Native American Community
- Associates Degree

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

**Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission:** To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

**Date Approved by the Tribal Council: January 7, 2020**

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