



## HO-CHUNK NATION

## DEPARTMENT OF PERSONNEL

**POSITION: BEHAVIORAL HEALTH COMMUNITY COORDINATOR**

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	BEHC	12

**SUMMARY:** The Behavioral Health Community Coordinator will advise and consult with agencies and programs outside of the Division of Behavioral Health in order to provide the knowledge and experience needed to develop collaborative services that are effective and appropriate for Ho-Chunk members.

**DUTIES & RESPONSIBILITIES:**

1. Receive requests for Division Behavioral Health (DBH) involvement for the development of programs, facilities and services, both within the Ho-Chunk Department of Health, and with outside agencies (for example, the Tribal Wellness Court).
2. Propose level of participation to Supervisor and Director that will maximize collaboration and inform the development of programs that will include substance abuse and mental health programming.
3. Participate in planning meetings, trainings and other activities for the purpose of advocating for a high level of collaboration with behavioral health services, and provide feedback to supervisor through regular verbal and written updates and reports.
4. Provide quarterly reports of activities to the Legislature.
5. Be the lead contact in facilitating MOU's (Memoranda of Understanding) with substance abuse/co-occurring treatment facilities to be used and funded by the Nation.
6. Coordinate prevention programming, certification of prevention specialists from the Ho-Chunk community and plan prevention events.
7. Promote networking between Ho-Chunk Nation (HCN) and counties Substance Abuse/Mental Health Agencies and counties court systems to provide effective services to Ho-Chunk members. Provide trainings to staff at counties, agencies, courts and other related systems that would benefit from information related to Ho-Chunk customs and traditions.
8. Be lead participant in Jackson County and Tribal Drug/Wellness Courts, advising other county courts in developing drug/wellness courts.
9. Attend HCN area meetings no less than twice a year, to update the communities on Behavioral Health Programs and activities and gather community input and feedback.
10. Promote Behavioral Health career development among HCN youth and members in collaboration with other HCN Executive Branches. (i.e., Education and Labor).
11. Assist with community education programming.
12. Perform other duties as assigned by supervisor.

**REQUIRED SKILLS & ABILITIES:**

1. Must have exceptional organizational skills.
2. Ability to communicate effectively orally and in writing is required.
3. Must be dependable, energetic, possess initiative and be self-motivated.
4. Must promote a positive, non-abusive, healthy lifestyle.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. A Bachelor's Degree in a Behavioral Health field.
2. Hold a Clinical Substance Abuse Counselor, Professional Counselor or Clinical Social Worker License at time of hire.
3. Applicant will have no less than five (5) years experience in Substance Abuse and/or Mental Health Services in a setting that serves Native Americans.
4. Valid driver's license, dependable transportation and proper insurance.

**WORKING CONDITIONS:** See Physical Demands Worksheet.

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

EEO: 2

EXEMPT

FLEX

Funding Source: NPD

Approved: Admin 01.06.12 Legislature 01.17.12 Resolution 01.22.25A

