



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Services Team Coordinator  
**LOCATION:** Behavioral Health  
**SALARY:** \$16.93 Negotiable      **Non Exempt**

**POSTING DATE:** 10/22/21  
**CLOSING DATE:** 10/29/21  
**PAYGRADE:** 4

This position is contingent on grant funding

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

**GENERAL RESPONSIBILITIES:** The primary responsibility of the coordinator is to promote collaborative relationships between systems of care. The CST coordinator assists to develop a comprehensive, individualized system of care for children with complex behavioral health needs. The result is a plan of care that addresses the needs of the child and family with community-based supports. The coordinator shall work with children and families, Stockbridge-Munsee community programs, local schools, and other agencies as needed to ensure this plan of care is in place. The CST coordinator will also be responsible for developing a coordinating committee with parents, professionals, and other relevant staff from various agencies in order to ensure compliance with established policies and procedures. This position and program will be managed by the Indian Child Welfare Manager

### STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

### DUTIES:

1. Develop and facilitate a coordinating committee and plan meetings as necessary for the program.
2. Provide children and families with orientation to the CST process.
3. Maintain consistent and supportive contact with families.
4. Complete intake, in-home assessments and Plan of Care including crisis response plans.
5. Maintain CST files; ensure compliance with established policies and procedures.
6. Ensure data and reports are submitted in a timely manner.
7. Shall assist the ICW Manager with case management duties and trainings to parents, caregivers, and the Stockbridge -Munsee community as necessary.
8. Facilitate or provide public education and awareness of issues and programming for families with children through. Various means of communication within the community: email, surveys, community and department Facebook pages, Mohican News.
9. Create mentorship programs for early intervention and support for families that lack natural supports.
10. Develop strategies to enhance existing programs, to increase resources for gaining future funding to support this position.
11. Must maintain strict confidentiality and abide by HIPPA regulations.
12. Assistance of client services with families and children for support services, as well as working closely with other Stockbridge-Munsee community programs, local schools, and other agencies with the CST program and others as a team.



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13. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when returning to work.
16. Must attend all training provided by the employer.
17. Must attend all meetings as required by the employer.
18. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
19. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## QUALIFICATIONS:

1. Preferred degree in social work, psychology, or related field. One year or more experience in case management; ongoing contact with children and families, linking families with community resources; strong problem-solving abilities, experience working with community support agencies and knowledge of public assistance programs, policies and procedures required.
2. Excellent organizational skills.
3. Have a general idea of the Stockbridge-Munsee community programs and services offered. Candidate must be willing to learn and meet and discuss with other departments for continued service assistance with clients. This position will involve referrals to other agency departments to meet each families need. Understanding of tribal services offered is crucial to this position.
4. Have an understanding about trauma informed care, and how trauma (generational, gestational, historical etc.) has an impact on family systems and parenting.
5. Must have leadership abilities.
6. Must have the ability to plan and implement services.
7. Must have excellent written and oral communication skills.
8. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
9. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
10. Must be willing to attend all applicable training.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT



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1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department  
P.O Box 70  
N8476 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:  
Revised Position:

Tribal Council Approved:5-20-14  
Tribal Council Approved:1-2-19  
HR Approved:10-21