

# KEWEENAW BAY INDIAN COMMUNITY

## 2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President  
TONY LOONSFOOT, Vice President  
ELIZABETH "LIZ" JULIO, Secretary  
TONI J. MINTON, Assistant Secretary  
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES  
DOREEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
SUE ELLEN "SUZIE" ELMBLAD  
RODNEY LOONSFOOT  
SAM LOONSFOOT  
MATHEW SHALIFOE, JR.

## CARE COORDINATOR

One (1) full-time, Exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Copy of high school diploma or equivalent and/or College Transcripts
- Current Resume'
- Personal Statement
- Copy of valid, Michigan Driver's license
- Copy of CADC or CCAR Recovery Coach Certification, if applicable
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descentance.
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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## POSITION DESCRIPTION

### **POSITION:**

### **CARE COORDINATOR**

1 full-time, Exempt position

### **LOCATION:**

Oshki Maaji (New Beginning)  
L'Anse, Michigan 49946

### **SUPERVISORY CONTROL:**

Administrator of Substance Abuse Programs

### **SALARY:**

Grade 10 (minimum starting pay \$23.37/hour)

### **QUALIFICATIONS:**

- Bachelor's degree in Social Work or Human Services related field and one (1) year working in a related field.

### **OR**

Associate's degree in Social Work or Human Services related field and three (3) years working in a related field.

### **OR**

High School Diploma/GED and a combination of full-time work experience and/or secondary education in Social Work or Human Services field equivalent to five (5) years of experience/education.

- Two (2) years of previous experience supervising staff members in the substance abuse field, Social Work, or Human Services field.
- Pursuing the CADC, UMICAD, ADC, MCBAP, CPRM, or able to obtain within two (2) years of employment.
- Must have strong communication skills written and verbal.
- Must be willing to further education in the substance abuse field.
- Must be able to accurately and legibly document client information.
- Knowledge of, or willingness to learn, Native American cultures and traditions.
- Must know various treatment modalities and be able to utilize them properly.
- Must display ethical and professional responsibility. (Confidentiality)

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- Must be willing to further education in the counseling/substance abuse field.
- Have the ability to relate to a diverse group of people.
- If the applicant is in recovery, must have at least four (4) years continuous sobriety and currently practicing total abstinence.
- Must have a valid driver's license and be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

**INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**DUTIES AND RESPONSIBILITIES:**

1. Care Coordination of a caseload of up to 12 clients.
2. Review and utilize client intake information.
3. Responsible for supervision of Oshki Maaji Unit Managers.
4. Complete the problems assessment process using results of written and verbal interviews; determine and request additional testing; explain client releases of information, both criminal & non-criminal.
5. Complete the treatment planning process outlining goals and activities, and assign educational material used in treatment.
6. Complete a minimum of one formal one-to-one session per week with each assigned client to develop a treatment plan; progress toward goals and also be available for additional one-to-one counseling as needed.
7. Provide consultation with all KBICSAP (Keweenaw Bay Indian Community Substance Abuse Programs) Staff when appropriate regarding the client's treatment. Work together with KBICSAP Counselors, reviewing, and determining appropriateness, case difficulties/issues, possible improvements, and changes when necessary regarding client care.
8. Plan with each client the necessary completion goals; review with each client the treatment progress and develop an aftercare treatment plan that addresses support systems and appropriate referrals to assure a continuum of care.
9. Continually update and maintain files/documentation in regard to client progress, referral services, funding authorizations, and discharge.
10. Knowledge of various treatment modalities and utilization appropriately.
11. Must be available for staff meetings in addition to case coordination conferences.

12. Ensures client confidentiality in accordance with 42CFR Part 2; demonstrates complete discretion when discussing client information
13. Follows KBIC SAP Code of Ethics and HIPPA, at all times.
14. Other related duties as assigned to provide quality rehabilitation services.
15. Perform other duties as assigned by the supervisor.

*This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.*

**Distribution Date:** May 28, 2026

**Closing Date:** June 11, 2026 at 4:00pm

TERO Approval: <i>Debra J. Piccard</i> Reviewed for Barriers Only! Date: <i>5/28/2026</i>
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