

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 CADAC 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

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 CADIC, 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: June 30, 2026

Closing Date: July 15, 2026 at 4:00pm

TERO Approval: <u>Debra Picciano</u> Reviewed for Barriers Only! Date: <u>6/30/2026</u>
