



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Comprehensive Community Services (CCS) Program Assistant

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm

Salary Range: \$20.00-\$24.00 per hour

Posting Date: August 12, 2024

Closing Date: 8/23/2024

Description of Position:

The Comprehensive Community Services (CCS) Program Assistant will provide essential administrative and operational support to the CCS program. This role involves coordinating service delivery, maintaining client records, assisting with program documentation, and facilitating communication between clients, service providers, and other stakeholders. The Program Assistant will assist in ensuring that program operations run smoothly and effectively meet the needs of the community.

Qualifications:

1. High School Diploma or equivalency required.
2. Associate's degree in Social Work, Human Services, Administration, or a related field required; Bachelor's degree preferred.
3. Previous CCS training or willing to complete up to 70 hours of CCS training.
4. Previous experience in administrative support, preferably within a social services or community-focused environment.
5. Familiarity with client management systems and data entry.
6. Strong organizational and multitasking abilities.
7. Excellent communication skills.

8. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
9. Detail-oriented with strong problem-solving skills.
10. Ability to work independently and as part of a team.
11. Ability to work under pressure and meet deadlines.
12. Compassionate and empathetic with a genuine interest in supporting community needs.
13. Mantoux TB test current.
14. Completed Hepatitis B series.
15. Valid WI Driver's License.
16. Valid Vehicle Insurance.
17. Must be able to pass a background check.
18. Must be able to pass pre-employment and random drug testing.
19. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

1. Provide general administrative support to the CCS program, including managing schedules, organizing meetings, and preparing reports as assigned.
2. Assist in the development and maintenance of program documentation, including policies, procedures, and guidelines.
3. Schedule and coordinate appointments, meetings, and services for clients.
4. Assist clients in navigating program services and resources, ensuring they receive timely and appropriate support.
5. Maintain accurate and up-to-date client records, including intake forms, service plans, and progress notes.
6. Serve as a point of contact for clients, service providers, and community partners, facilitating effective communication and collaboration.
7. Prepare and distribute communications related to the CCS program, including newsletters, announcements, and informational materials.
8. Enter and manage data related to program activities, client interactions, and service outcomes. Assures accuracy of entries in the Electronic Health Record for billing purposes and compliance with State programs and standards.
9. Generate reports and summaries for program evaluation and compliance purposes.
10. Assist in planning and organizing program events, workshops, and training sessions.
11. Coordinate logistics such as venue arrangements, materials preparation, and participant registration.
12. Assist with quality improvement initiatives and contribute to the development of best practices.
13. Provide support for special projects and initiatives as needed.
14. Perform other duties and responsibilities as assigned by the supervisor.
15. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.

Supervision and Guidance:

The Comprehensive Community Services Program Assistant will work under the direct supervision of the CCS Director with oversight by the Behavioral Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

07/29/2024