

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**LVDHC HUMAN RESOURCES**

*P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969*

*Phone: 906-358-4587 Fax: 906-358-4118*



**JOB DESCRIPTION**

**POSITION:** Family Wellness Coordinator

**LOCATION:** LVD Health Center, Watersmeet, MI

**SUPERVISION:** BH Outpatient Clinical Director

**EMPLOYMENT:** Full Time - Non- Exempt

**SALARY/PAY RATE:** Based Upon Experience and Qualifications

**POSTING EXPIRATION DATE: June 18th, 2026**

**UPON HIRE:**

- PTO Upon Hire
- Dental
- Vision
- Health Insurance
- 401K Eligible after 90 Days

**DESCRIPTION:**

The intention of this position is to support pre-conception, pregnant and postpartum women and their families and to further build and develop a high quality, comprehensive Early Childhood system that responds to community needs. A culturally based parenting curriculum will be used with families in the community. The Family Wellness Coordinator will collaborate with any existing Maternal and Early Childhood programs, social service programs, and medical facilities.

**DUTIES AND RESPONSIBILITIES:**

- Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program.
- Visit mother, fathers, and caregivers in their homes and teach a comprehensive parenting curriculum.
- Serve as a Family Health Educator for the Family Spirit project at Lac Vieux Desert.

- Undergo training to ensure and maintain core competencies and knowledge reflecting evidence based, best practices for “wrap around” support.
- Participate in effort to inventory and map local resources and services for women and infants
- Serve as the lead point person/case manager responsible for ensuring access to high quality services and coordination between service providers for every woman, infant, and young child enrolled.
- Serve as a liaison between and among service providers, including well-woman, prenatal, maternity, postpartum, well-child, home visiting, child welfare, employment support, housing, etc.
- Provide social support and connect participants to other community resources.
- Perform educational assessments using the approved standardized testing instruments.
- Represent the Family Spirit Program and the organization’s other programs during community meetings and in-service presentations for community partners and local service providers.
- Plan and coordinate community education and outreach events, including workshops, resource fairs, and family engagement activities, to connect families with support services and community resources
- Maintain confidentiality of all child/family information and records.
- Travel to other site for trainings, meetings, and other duties as needed.
- Arrange transports for clients.
- Perform data collection and documentation necessary for compliance

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in behavioral health, social work, or a related field required; Licensed Practical Nurses (LPNs) may also qualify
- Must be able to communicate and interact in a sensitive and respectful way in the local Tribal community
- Strong organizational and data management skills and experience
- Efficient and detail oriented
- Self-motivated and driven
- Independent learner and worker
- Flexible and adaptable, ability to effectively multi-task
- Excellent professional judgement and discretion
- Ability to operate a telephone, printer, fax, copier, and computer. With experience in Microsoft Word, Excel, & Power Point
- Current driver’s license and good driving record
- Ability to travel with overnight stays required as needed. Some evening and weekend work may be required

**DESIRED QUALIFICATIONS:**

- 3 years of experience in field of substance abuse, behavioral health, community health, and/or social services
- Experience working with neonatal patients and young families

- Experience working within Tribal Communities

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

*This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.*

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

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Lac Vieux Desert Health Center Mission Statement:** The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

**Date Approved by the Tribal Council: 10/27/2022**

**LVD Health Center  
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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_