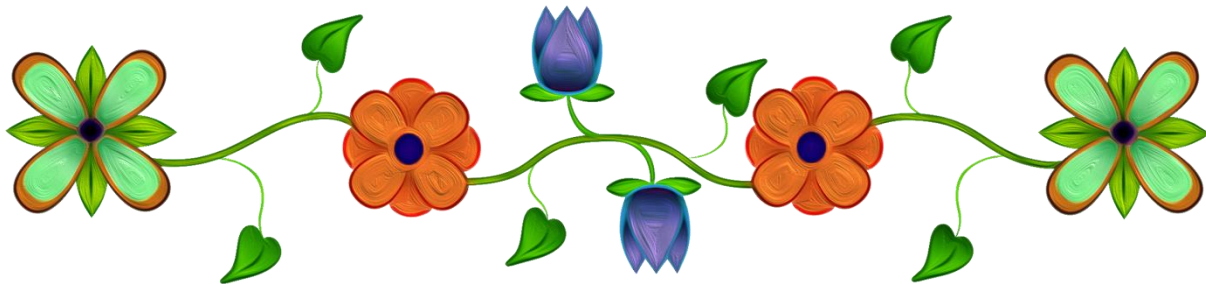


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4:30pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Comprehensive Community Services (CCS) Administrator

Department: Behavioral Health

Hourly Rate: \$45/hr

Exempt: Yes

Supervisor: Director of Behavioral Health

Posting Date: PUBLIC

Opens: July 07, 2026

Closes: Open Until Filled

Job Summary: The CCS Administrator bears overall administrative and programmatic responsibility for the Bad River Band's Comprehensive Community Services (CCS) program. This position ensures that the program operates in full compliance with Wisconsin Administrative Code ch. DHS 36 and all applicable state and federal regulations, while exercising authority consistent with Bad River Tribal sovereignty and the Tribe's commitment to culturally grounded, community-centered healing. CCS is a Medicaid-funded program providing psychosocial rehabilitation and treatment services to tribal community members of all ages who have mental health and/or substance use disorder needs. The Administrator leads program planning, staff oversight, quality assurance, consumer rights protection, and interagency coordination in alignment with both tribal values and DHS regulatory requirements.

Essential Duties and Responsibilities include the following. Other Duties as assigned.

Program Administration & Compliance

- Maintain overall responsibility for the CCS program in accordance with Wis. Admin. Code ch. DHS 36 and all other applicable state and federal regulations
- Develop the CCS Coordination Committee and facilitate subsequent meetings per CCS regulations.
- Develop, implement, and regularly review CCS policies and procedures to ensure ongoing regulatory compliance and alignment with tribal policy

- Coordinate and manage the CCS certification process with the Wisconsin Division of Quality Assurance (DQA)
- Ensure accurate and timely documentation in accordance with Wis. Admin. Code §§ DHS 36.18 and DHS 106; maintain records accessible to DHS, auditors, and federal reviewers upon request
- Oversee Medicaid billing, Forward Health claims, and cost reporting; maintain compliance with Wisconsin Medicaid policy and BadgerCare Plus requirements
- Prepare and submit required reports to the Wisconsin Division of Care and Treatment Services (DCTS), Division of Medicaid Services (DMS), and other oversight bodies
- Facilitate on-site inspections and desk reviews by the Wisconsin DQA; respond to findings and implement corrective action plans as needed

Clinical & Service Oversight

- Ensure the CCS program maintains sufficient qualified staff to deliver all required service functions under Wis. Admin. Code § DHS 36.10(2)(e)
- Oversee the development of person-centered Individual Service Plans (ISPs) for all enrolled participants; ensure plans address recovery goals, strengths, needs, preferences, and progress evaluation
- Ensure screening and eligibility determinations are conducted using the Mental Health and Substance Use Functional Screen (adults) or Functional Eligibility Screen for Children's Long-Term Support Programs (youth)
- Supervise and support the delivery of psychosocial rehabilitation and treatment services across all approved service categories, ensuring cultural and linguistic appropriateness
- Promote integration of traditional Ojibwe wellness practices, peer support, and community-based recovery resources in service planning
- Ensure consumer rights are protected in accordance with Wis. Admin. Code § DHS 36.19 and tribal consumer rights policies; liaise with the Client Rights Office as needed
- Coordinate CCS services with the Children's Long-Term Support (CLTS) Waiver program for dually enrolled youth per DMS Numbered Memo 2020-01

Staff Management & Training

- Recruit, hire, supervise, and evaluate CCS program staff in compliance with Wis. Admin. Code § DHS 36.10(2) staff qualification requirements (credentials per DHS 36.10(2)(g) 1–22) and tribal HR policies
- Ensure completion of Caregiver Background Checks (CBC) on all staff prior to service delivery, as required by Wis. Admin. Code § DHS 36.10(2)(c)
- Ensure all new staff complete required orientation training; ensure each staff member receives a minimum of 8 hours of in-service training annually, consistent with Wis. Admin. Code § DHS 36.12(1)(c)
- Maintain written documentation of all staff qualifications and make records available for DHS inspection as required
- Foster a workforce culture grounded in trauma-informed care, cultural humility, and the sovereignty and self-determination values of the Bad River Band
- Facilitate or coordinate participation in the UW-Green Bay Behavioral Health Training Partnership CCS Orientation Course for new staff

Community & Interagency Relations

- Serve as the primary liaison between the Bad River CCS program and the Wisconsin DHS, Forward Health, tribal government departments, and community partner agencies

- Build and maintain collaborative relationships with county human services agencies, healthcare providers, housing services, and tribal social services to coordinate holistic, community-connected care
- Engage tribal community members, elders, and leadership to ensure CCS services reflect the values, language, and healing traditions of the Anishinaabe people
- Advocate for tribal member access to services and participate in relevant state-level advisory bodies and tribal health coalitions
- Coordinate crisis response planning and ensure community members have access to crisis services during all hours of program operation, consistent with Wis. Admin. Code § DHS 36.13(1m)(a)

Quality Assurance & Program Development

- Develop and implement a quality assurance and improvement plan that evaluates service outcomes, consumer satisfaction, and program fidelity to DHS 36 standards
- Review and analyze program data; use findings to identify gaps in services, training needs, or compliance risks, and implement improvements
- Stay current on changes to Wisconsin Medicaid policy, Forward Health updates, and DHS administrative code amendments; disseminate updates to staff and implement changes promptly
- Develop the CCS program budget in collaboration with the HHS Director and tribal finance department; monitor expenditures and ensure fiscal accountability
- Apply for grants and additional funding opportunities to sustain and expand CCS services for Bad River community members

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required.

Required Education and/or Experience

Per Wis. Admin. Code § DHS 36.10(2)(e)2, the CCS Administrator must hold qualifications listed under § DHS 36.10(2)(g) 1–14. Eligible credential types include but are not limited to:

- Psychiatrist/physician, licensed psychologist, licensed independent clinic social worker, Professional counselor/Marriage and family therapist, Certified Advanced Practice Social Worker, Advanced Practice Nurse Prescriber, or Master's Level Clinician with a degree in clinical psychology, counseling, social work, or a related field.
- Minimum of two (2) years of supervisory or administrative experience in a behavioral health, mental health, or substance use disorder program
- Knowledge of or willingness to learn Wisconsin Medicaid, Forward Health billing, and DHS 36 compliance requirements

- Demonstrated understanding of or lived experience with the cultural values, history, language, and health priorities of the Anishinaabe/Ojibwe people
- Valid Wisconsin driver's license and reliable transportation; ability to travel within the Bad River service area and to off-reservation meetings as required
- Ability to pass a Caregiver Background Check (CBC) as required by Wis. Admin. Code § DHS 36.10(2)(c)

Preferred Education and/or Experience

- Experience working in a tribal health or tribal social services program
- Familiarity with Ojibwe traditional healing practices and their integration with Western behavioral health models
- Experience with substance use disorder treatment, co-occurring disorder services, or peer recovery support programs
- Knowledge of Medicaid cost reporting, rate setting, and fiscal oversight in a CCS or similar program
- Experience navigating tribal-state intergovernmental agreements and compliance in a sovereign tribal context

Other Skills and Abilities:

Required:

- Organizational and speaking skills are a must
- Knowledge and understanding of mental health and substance use issues in the community
- Flexibility to work outside of the BRHWC operating hours of 8-4:30, Monday through Friday.

Background Check:

This position is contingent on the required ability to pass a BRHWC background check. This position requires a valid driver license, to meet eligibility for tribal insurance.

Language Skills:

- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy to including, but not limited to, HIPAA and 42 CFR Part 2. Familiarity with both HIPPA and 42 CFR Pt 2 are required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Additional Requirements Successful completion of a background check. Compliance with tribal policies, codes of conduct and employee health standards including immunization requirements.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

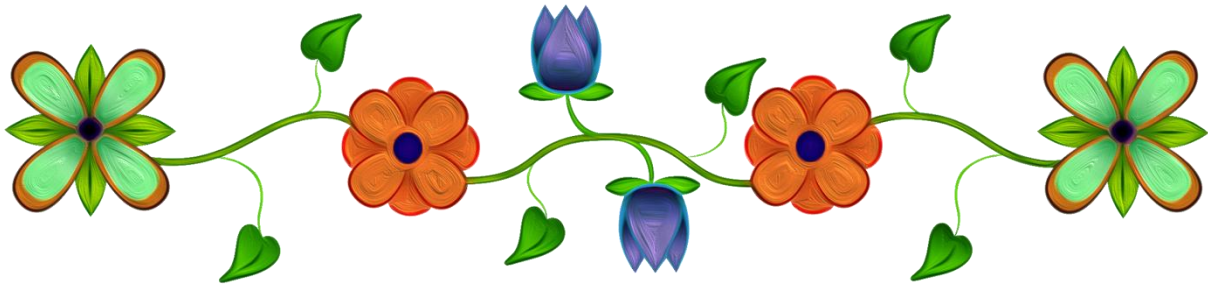
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com