



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

****JOB OPENING****

Support Staff – Norwood Haven Sober Living Facility

Position: Assistant to Property Manager
Posting Date: March 7, 2023
Closing Date: Open Until Filled
Location: Norwood Haven Sober Living
Supervisor: Property Manager
Salary: Negotiable

Summary:

The Assistant to the Property Manager, under the supervision of the Property Manager, will be responsible for the general maintenance, security and occupant assistance of the LCO Norwood Haven Sober Living Facility. He/she be available to address the immediate maintenance needs of occupants and ensure the facility is safe, and well maintained. The Assistant Property Manager employee will work under the direct supervision of the Property Manager helping keep the peace and safety of tenants and keep the grounds and facility in good condition and repair.

Qualifications:

1. Must be at least 21 years of age and have at least one year of demonstrated sobriety.
2. Must have a High School Diploma or equivalent.
3. Have a valid driver's license, reliable transportation and must be insurable.
4. Ability to work under supervision.
5. Able to maintain an incident log and report and write incident reports when appropriate and necessary.
6. Have basic knowledge of common household repairs and simple grounds maintenance.
7. Basic knowledge, using tools like lawn mower, hedge trimmers, leaf blower, etc.
8. Must be able and willing to work effectively with people, (have good people skills).
9. Must be able to pass a background check.
10. Must be able to pass a pre-employment drug screen.

Responsibilities:

1. Prepare/review daily work projects and concerns with the Property Manager.
2. Safely utilize tools, gas, and other equipment/materials.
3. Maintain floors and keep walls, doors, windows, furnishings, and fixtures clean, dust free safe, operable, and presentable.
4. Clean and sanitize toilets and wash basins, make certain toilet tissue, paper towels, and soap dispensers are adequately supplied daily in the main lodge.
5. Keep entrances, walk, steps, and so forth swept and free of debris, snow, ice, and other obstructions. Salt entrances and clear ice as necessary.
6. Maintain electrical/plumbing fixtures, performing minor repairs as needed.
7. Change light fixtures when needed.
8. Keep grounds neat and attractive at all times.
9. Yard maintenance of the facility as necessary, mowing, trimming and clearing debris.
10. Keep the facility in a safe and sanitary condition.
11. Assist in setting up, putting away equipment and clean up.
12. Locking and securing tools and other valuable items as needed.
13. Miscellaneous other tasks as designated by the Property Manager.

Application Procedure:

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Recourse Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***