



*Pride of the Ojibwe*

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

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**\*\*Job Announcement\*\***

**Domestic Violence Advocate (Housing Stabilization)**

**Posting Date:** March 26, 2026  
**Closing Date:** Open Until Filled  
**Location:** LCO Oakwood Haven  
**Supervisor:** Oakwood Haven Director, Melinda Taylor

**NOTE: THIS IS A TEMPORARY GRANT-FUNDED POSITION**

**Summary:**

The Domestic Violence Advocate provides trauma-informed support, advocacy, and housing stabilization services to individuals affected by domestic and sexual violence. This position works to reduce isolation, enhance safety, and support survivors in achieving emotional healing and stable housing while helping to break the intergenerational cycle of violence.

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**Core Responsibilities:**

**Advocacy & Crisis Support:**

- Conduct intakes and screen survivors for safety, physical, and emotional needs
- Provide emotional support, crisis intervention, advocacy, and referrals
- Assist survivors in developing personalized safety plans and support systems
- Maintain and follow 24-hour crisis line protocols
- Facilitate weekly healing-focused group sessions
- Provide transportation to survivors as needed

**Housing Stabilization:**

- Develop individualized housing stabilization plans with survivors
- Assist with emergency shelter placement
- Support survivors in identifying and securing safe, stable housing (applications, waitlists, landlord coordination)

- Assist with move-in planning and transition support

**Case Management & Documentation:**

- Maintain accurate, objective, and confidential client records
- Document services provided, goals, demographics, and type of abuse
- Complete all required reports and submit documentation to the Director for grant management
- Maintain current knowledge of community resources and referral options
- Network and collaborate with partner agencies and service providers

**Compliance & Safety:**

- Maintain strict confidentiality and non-disclosure
- Report suspected child abuse or neglect in accordance with mandatory reporting laws
- Follow all agency policies, procedures, and safety protocols

**Professional Responsibilities:**

- Interact professionally and cooperatively with staff and volunteers
- Attend and actively participate in staff meetings and required trainings
- Complete additional tasks assigned by the Director within established timeframes

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**Qualifications:**

- High school diploma or equivalent with experience working with victims of violence
- Knowledge of domestic and sexual violence and its impacts
- Understanding of crisis intervention techniques and community resources
- Excellent verbal and written communication skills
- Ability to work non-judgmentally with diverse populations
- Ability to recognize when professional intervention is needed and willingness to learn through training and supervision
- Flexible schedule, including evenings or on-call hours as needed
- Valid driver's license, reliable vehicle, and proof of full auto insurance
- Must be able to pass a pre-employment drug screen and background check.

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**Organizational Commitment:**

LCO Oakwood Haven is committed to serving individuals experiencing violence and abuse in their relationships. Employees are expected, when time and job responsibilities permit, to support other programs or staff within the agency when needs arise to ensure effective, mission-driven service delivery.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**

4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **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 Resource Department**

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**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

**[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)**

**[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

**[marilyn.isham@lco-nsn.gov](mailto:marilyn.isham@lco-nsn.gov)**

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