



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 ANNOUNCEMENT****

Position: Lac Courte Oreilles Emergency Shelter Support Staff
Posting Date: June 2, 2026
Closing Date: Open until Filled
Location: Lac Courte Oreilles Emergency Shelter
Supervision: Reports to the Lac Courte Oreilles Emergency Shelter Program Manager
Salary Range: \$19.31 - \$20.31 per hour
Classification: Full time/non-exempt

POSITION SUMMARY:

Emergency Shelter Support Staff provide direct, on-site support to individuals and families accessing emergency and temporary shelter services. This position assists with admissions, monitoring, documentation, safety checks, and daily shelter operations to ensure a safe, respectful, and trauma-informed environment consistent with Tribal codes, Indian Health Service (IHS) standards, and shelter policies. Support Staff are essential to maintain 24/7 shelter coverage and serve as the primary point of contact for guests during assigned shifts.

QUALIFICATIONS:

1. Tribal Preference applies.
2. High School Diploma or GED required.
3. One (1) year experience in human services, shelter services, or working with vulnerable populations preferred.
4. Ability to work flexible schedules including nights, weekends, and holidays.
5. Knowledge of trauma-informed care principles preferred.
6. Proficiency with basic IT equipment and documentation systems.

**LCO Tribal Government
Human Resources Dept
Emergency Shelter SS**

7. Reliable transportation; valid driver's license and insurance preferred.
8. Must pass a criminal background check.
9. Must pass a pre-employment drug screen.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

1. Maintain confidentiality of all shelter guests in compliance with HIPAA, Federal Privacy Act, and IHS standards.
2. Assist with admissions, discharges, and guest orientation for both overnight and temporary stay programs.
3. Conduct regular rounds and monitor shelter areas (including cameras where applicable) to ensure safety.
4. Enforce shelter rules respectfully and document/report infractions or incidents according to policy.
5. Provide supportive engagement and assist guests with accessing community and tribal resources as appropriate.
6. Maintain accurate shift logs, reports, and documentation.
7. Complete and submit incident reports, progress notes, and other required documentation to the House Manager.
8. Communicate clearly with incoming staff during shift changes.
9. Assist with supply organization and housekeeping tasks as assigned.
10. Respond appropriately to emergencies and notify the House Manager or on-call leadership as required.
11. Make on-site decisions within the scope of policy and training.
12. Provide coverage during staffing shortages as requested.
13. Follow all Standard Operating Procedures (SOPs), program policies, safety protocols, and emergency procedures, and report deviations or concerns to the House Manager or on-call leadership.
14. Perform other related duties as assigned.

Application Procedure & Requirements:

1. **Complete LCO Employment Application, including Release & Authorization Form**
2. **Cover Letter of Interest**
3. **Resume**
4. **(3) Three letters of Referral (Recommendations)**
5. **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 DOCUMENTATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843**

HR Fax (715) 699-1209

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