



**Pride of the Ojibwe
13394 W Trepania Road
Hayward, Wisconsin 54843
Phone 9715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209**

JOB ANNOUNCEMENT

POSITION: LCO Women's Shelter Support Staff
SALARY: \$13-15/Hour; Full-Time Positions
LOCATION: LCO Women's Shelter
SUPERVISION: Women's Shelter Director
DEPARTMENT: LCO Health and Human Services
POSTING DATE: May 26, 2022
CLOSING DATE: Open until filled
ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:

The Women's Shelter Support Staff will be primarily responsible for managing the shelter in the absence of the Director/Assistant Director and to provide critical support to the residents. Support Staff must be willing and able to work various shifts, weekends, and holidays. Support Staff will adhere to Tribal/Shelter policies and procedures.

Qualifications:

1. Tribal Preference applies.
2. High school diploma or equivalent is required.
3. 1 year of previous work experience in a Human Services related field preferred.
4. Proficient in the use of IT equipment and other office technology.
5. Participation in professional development, technical training or other training opportunities relative to homeless shelter management and client needs.
6. Performance of all duties in a professional manner.
7. Must have own transportation, valid driver's license and insurance.
8. Must be able to pass a criminal background check.
9. Must be able to pass pre-employment drug screen.

Required Skills, Knowledge and Abilities:

1. Ability to completely understand and maintain strict adherence to confidentiality.

**LCO Tribal Government
Human Resource Department
Women's Shelter Support Staff**

2. Must be able to respond to on-call situations.
3. Willingness to share job responsibilities and work flexible days and hours as needed.
4. Be able to set and maintain professional & personal boundaries.
5. Must possess excellent interpersonal skills, conflict resolution skills and ability to relate well with clients, community members, Tribal and Funding Agency officials.
6. Cultural awareness of and sensitivity to Ojibwe traditions, religious beliefs and way of life and ability to work with a wide variety of ethnical, racial, socioeconomic and religious individuals and/or groups.

Duties and Responsibilities:

1. Staff will maintain confidentiality at all times.
2. Staff will adhere to attendance policy.
3. Assist in intake/exit paperwork and client orientation.
4. Maintain accurate records and shift notes.
5. Submit required reports, progress notes, incident reports to the Supervisor.
6. Assist with incoming donations.
7. Communicate with other staff during shift changes.
8. Notify Assistant Director/Director of any emergencies.
9. Make on-site decisions according to policies and procedures, as necessary.
10. Interact with the clients, survey the shelter to help ensure safety of shelter and clients.
11. Enforce shelter policies with clients and inform Assistant Director/Director of infractions.
12. Performs other duties as assigned by Supervisor.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, resume and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **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
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209

**LCO Tribal Government
Human Resource Department
Women's Shelter Support Staff**

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.