



Pride of the Ojibwe

13394 W Trepania Road
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JOB DESCRIPTION

Sober Living Program Assistant Manager

Posting Date: March 12, 2026
Closing Date: Open until Filled
Location: Lac Courte Oreilles Men's Sober Living/Lac Courte Oreilles
Emergency Shelter
Supervision: Reports to the Lac Courte Oreilles Sober Living/Emergency Shelter
Program Manager
Salary Range: \$20.00 - \$25.00 per hour dependent upon qualifications
Classification: Full time/non-exempt

POSITION SUMMARY:

The Program Assistant Manager supports the Program Manager in the daily operations, coordination, and oversight of the Emergency Shelter and Men's Sober Living Home. This position assists with staff supervision, program compliance, client flow, documentation, and operational logistics to ensure safe, effective, and culturally responsive services consistent with Indian Health Service (IHS) standards, Tribal codes, and applicable federal, state, tribal and funding requirements.

The Program Assistant Manager plays a key role in supporting grant-funded activities, including documentation, data tracking, reporting assistance, and compliance monitoring for any grants awarded to either program. This role serves as a liaison between direct care staff, program leadership, and IHS/Tribal Health Center departments to ensure continuity of operations and quality service delivery.

QUALIFICATIONS:

1. Tribal Preference applies.

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2. High School Diploma or GED required.
3. Associate degree in human services, social work, public health, business administration, or related field preferred.
4. Minimum of one (1) year of experience in residential services, shelter operations, healthcare support services, or social services.
5. Experience supporting grant-funded programs or administrative compliance preferred.
6. Experience assisting with staff coordination, scheduling, or supervision.
7. Knowledge of trauma-informed care, recovery environments, and culturally responsive services.
8. Ability to maintain confidentiality in compliance with HIPAA, Federal Privacy Act, and IHS standards.
9. Familiarity with Tribal codes, policies, and organizational structures or willingness to learn.
10. Strong organizational, communication, and problem-solving skills.
11. Proficiency in Microsoft Office and basic data entry or reporting systems.
12. Ability and willingness to provide 24/7 on-call support and respond to emergency staffing or operational needs for either program.
13. Valid driver's license and insurance preferred.
14. Must pass a criminal background check.
15. Must pass a pre-employment drug screen.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

1. Assist the Program Manager with the day-to-day operations of the Emergency Shelter and Men's Sober Living Home.
2. Support implementation and adherence to program policies, standard operating procedures, and house rules consistent with IHS standards and Tribal codes.
3. Assist with client intake, orientation, transitions, and discharge coordination as needed.
4. Help ensure facilities remain safe, organized, and compliant with health and safety requirements.
5. Provide day-to-day guidance and support to program staff in the absence of the Program Manager.
6. Assist with staff scheduling, coverage coordination, timekeeping, and communication.
7. Provide direct program coverage when staffing shortages, emergencies, or critical incidents occur, including evenings, overnights, weekends, and holidays as needed.
8. Participate in an on-call rotation to ensure 24/7 operational coverage for either program.
9. Support onboarding, training coordination, and documentation for new staff.
10. Promote respectful communication, professional conduct, and trauma-informed practices among staff.

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11. Assist with tracking grant-related activities, services, and outcomes for both programs.
12. Support preparation of grant reports, data submissions, and documentation under the direction of the Program Manager.
13. Maintain organized grant files, records, and supporting documentation for audits and monitoring visits.
14. Monitor program activities for compliance with grant requirements and report concerns to the Program Manager.
15. Assist with data entry, record maintenance, and service tracking in accordance with IHS and funding requirements.
16. Help ensure documentation is complete, accurate, and submitted in a timely manner.
17. Coordinate with IHS/Tribal Health Center departments including Behavioral Health, Medical, Social Services, and Administration.
18. Maintain working knowledge of IHS policies, Tribal codes, and applicable regulations impacting shelter and residential programs.
19. Support compliance with confidentiality, privacy, and ethical standards always.
20. Represent the programs professionally with clients, staff, partners, and visitors.
21. Perform other related duties as assigned.

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
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
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caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov**

***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual in accordance with
qualification determinations made by the Attorney General.***