



*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**

### **Emergency Shelter Support Staff (3 overnight shifts and 2 second shifts)**

**Position:** Emergency Shelter Support Staff  
**Posting Date:** February 24, 2025  
**Closing Date:** Open Until Filled

#### **Position Summary:**

The Emergency Shelter Support Staff will be primarily responsible 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 Emergency 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.
2. Must be able to respond to on-call situations.

*LCO Tribal Government  
Human Resource Department  
Emergency Shelter Support Staff*

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 House Manager 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 House Manager of infractions.
12. Performs other duties as assigned by Supervisor.

**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**

*LCO Tribal Government  
Human Resource Department  
Emergency Shelter Support Staff*

[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.***