



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843  
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## **Job Announcement**

### **Sober Living House Manager**

**Posting Date:** May 2<sup>nd</sup>, 2025  
**Closing Date:** Open Until Filled  
**Salary:** DOQ  
**Reports to:** Executive Director  
**Work Schedule:** M-F 8-4:30

#### **General Summary:**

This position provides general oversight of sober living facilities within Lac Courte Oreilles and provides guidance and support to residents of the facilities. This person will promote peer to peer relationships and ensure a safe and supportive environment within the facility to encourage residents to maintain recovery.

#### **Position Responsibilities:**

- Maintain resident files, in accordance with HIPAA, ensuring documentation received is complete and up to date.
- Maintain house structure, enforce house rules and regulations.
- Daily check in with residents to ensure sobriety and feeling supported.
- Ensure residents are following a progressive recovery plan coordinated with LCO resources and services or other provider of choice.
- Coordinate recovery services and support including but not limited to spiritual/religious advisors, medical/behavioral health services, sobriety groups, cultural activities in the community, volunteer opportunities, and others.
- Develop daily/weekly/monthly house schedule for residents that incorporate sobriety groups, appointment scheduling, employment transportation, visiting hours, house responsibilities, chores, etc.
- Lead weekly house meeting to deliver schedules and provide open forum for communication.

**LCO Tribal Government  
Human Resource Dept  
Sober Living House Manager**

- Provide drug/alcohol testing on a regular basis or as needed and provide reports to case managers/Executive Director.
- Provide new residents with needed items upon arrival. Retrieve and wash items upon resident discharge.
- Admit and Discharge residents according to policies and procedures including intake, referrals, stay agreements, resident responsibilities, terminations, and others.
- Maintain and order house supplies.
- Manage bills and other general fiscal matters of Sober Living Facility.

**Qualification Requirements:**

- Must be at least 1 year in recovery.
- Peer support specialist certification (preferred)
- High School Diploma or equivalency.
- Personal Transportation
- Valid WI Driver's License and Insurance.
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a background check.

**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**

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

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