

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



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

**Emergency Shelter Support Staff
3rd Shift (11:30 p.m. – 8:00 a.m.)**

Position: Emergency Shelter Support Staff
Posting Date: August 18, 2025
Closing Date: Open until Filled
Location: Emergency Shelter

Position Summary:

The Emergency Shelter Support Staff will provide essential support to individuals and families staying at the LCO Emergency Shelter. Staff will assist with admissions, discharges, monitoring, and daily operations to ensure a safe and supportive environment. Support Staff must be able to work flexible shifts, including evenings, weekends, and holidays, and will follow all Tribal Emergency Shelter policies and procedures.

Qualifications:

1. Tribal Preference applies.
2. High school diploma or equivalent required.
3. One (1) year of work experience in a human services-related field preferred.
4. Proficiency with IT equipment and office technology.
5. Commitment to ongoing professional development and training related to shelter operations and individual needs.
6. Ability to perform all duties in a professional manner.
7. Reliable transportation, valid driver's license, and insurance.
8. Must pass a criminal background check and pre-employment drug screening.

Required Skills, Knowledge and Abilities:

1. Strict adherence to confidentiality.

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2. Ability to respond to on-call situations.
3. Flexibility in work schedule, willingness to share responsibilities.
4. Ability to set and maintain professional boundaries.
5. Strong interpersonal and conflict resolution skills.
6. Ability to work respectfully with clients, community members, Tribal officials, and funding agencies.
7. Cultural awareness and sensitivity to Ojibwe traditions and diverse populations.

Duties and Responsibilities:

1. Maintain confidentiality of all shelter guests.
2. Assist with admissions, discharges, and orientation of individuals in both the 90-day Temporary Stay Program and Overnight Program.
3. Maintain accurate records, shift notes, and reports.
4. Submit incident reports, progress notes, and other required documentation to the House Manager.
5. Assist with incoming donations, fundraisers, and other duties assigned.
6. Communicate effectively with staff during shift changes.
7. Notify the House Manager of emergencies and make on-site decisions according to policy when necessary.
8. Monitor shelter facilities (including surveillance cameras) to ensure safety.
9. Enforce shelter policies with clients and document/report infractions.
10. Provide support and assist clients with accessing community resources.
11. Perform other duties as assigned by the Supervisor/Manager.

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
doreen.debrot@lco-nsn.gov
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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***