



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

JOB DESCRIPTION

Position: Lac Courte Oreilles Men's Sober Living Support Staff
Posting Date: July 29, 2026
Closing Date: Open until Filled
Location: Lac Courte Oreilles Men's Sober Living
Supervision: Reports to the Lac Courte Oreilles Sober Living Program Manager
Salary Range: \$17.00 - \$18.00 per hour
Classification: Full time/non-exempt

POSITION SUMMARY:

Men's Sober Living Support Staff provide direct supervision, structure, and support to program participants of the Men's Sober Living Home. This position assists in maintaining a safe, recovery-oriented, and culturally grounded living environment consistent with program policies, Tribal codes, and Indian Health Service (IHS) standards. Support Staff play a critical role in resident accountability, safety monitoring, documentation, and daily house operations.

QUALIFICATIONS:

1. Tribal Preference applies.
2. High School Diploma or GED required.
3. One (1) year experience in sober living, residential services, or human services preferred.
4. Peer Support Specialist certification preferred.
5. Ability to work flexible hours and participate in on-call rotation.
6. Strong interpersonal and conflict resolution skills.
7. Valid driver's license and insurance preferred.
8. Must pass a criminal background check.
9. Must pass a pre-employment drug screen.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Maintain strict confidentiality of all program participants.
- Conduct hourly rounds to ensure program participants safety and compliance with house rules.
- Assist House Manager with resident intake, orientation, and discharge documentation.
- Support program participants in daily routines, chores, and housekeeping expectations.
- Provide appropriate social interaction and support, including participation in planned activities and cultural events.
- Maintain accurate logs, shift notes, and required documentation.
- Submit incident reports and progress notes to the House Manager.
- Communicate issues, concerns, and handoff information to incoming staff.
- Assist with organizing supplies and maintaining a clean, orderly environment.
- Respond to on-call situations and emergencies in accordance with policy.
- Notify House Manager or program leadership of incidents or concerns.
- Make on-site decisions within the scope of training and program procedures.
- Perform other duties as assigned.

Application Procedure & Requirements:

1. Complete LCO Employment Application, including Release & Authorization Form
2. Cover Letter of Interest
3. Resume
4. (3) Three letters of Referral (Recommendations)
5. 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 DOCUMENTATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
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 and Procedures Manual.***