



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: “Endazhi noojimong” LCO Men’s Sober Living Support Staff
Posting Date: February 6, 2025
Closing Date: Open Until Filled
Supervision: LCO Endazhi noojimong Director
Salary: DOQ
Department: “Endazhi noojimong” LCO Men’s Sober Living
Administration: LCO Tribal Government Policies and Procedures/LCO Men’s Sober Living Policies and Procedures

POSITION SUMMARY: The primary responsibility of this position is to provide critical support to the men’s sober living participants. This position will work under the supervision of the LCO Men’s Sober Living Director and/or the LCO Men’s Sober Living House Manager. LCO Men’s Sober Living staff must be available to work varied schedules including weekends, holidays and overnight shifts.

QUALIFICATIONS:

1. Tribal Preference applies.
2. High School diploma or equivalent.
3. At least one year experience working in human service area preferred.
4. Proficient in the use of IT equipment and other office technology preferred.
5. Participation in professional development, technical training or other training opportunities relative to sober living management and client needs.
6. Performance of all duties in a professional manner.
7. Valid driver’s license and insurance preferred.
8. Must be able to pass a criminal background check.
9. Must be able to pass a pre-employment drug screen.
10. Peer Support Specialist certificate preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

1. Ability to completely understand and maintain strict adherence to confidentiality.

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2. Must be able to respond to on-call situations.
3. Willingness to share job responsibilities and work flexible days and hours as required.
4. Be able to set and maintain professional and 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.
7. Ability to work with a wide variety of ethnical, racial, socioeconomic and religious individuals and/or groups.
8. Must be knowledgeable of tribal and local area resources

DUTIES AND RESPONSIBILITIES:

1. Submit required reports, progress notes, incident reports to the Endazhi noojimong Director or House Manager.
2. Arrive for your scheduled shift on time and stay for the period for which you have committed.
3. Always ensure the confidentiality of Endazhi noojimong participants.
4. Make rounds throughout the sober living home every hour to ensure the safety of sober living participants.
5. Assist in preparation of intake and exit paperwork and provide participant orientation.
6. Provide social interaction with clients which will include participation in planned activities, cultural activities, and volunteer work with the men's sober living home participants.
7. Assist with fundraising, such as planning and implementing events.
8. Maintain accurate records, recording log notes.
9. Follow though on client chores and housekeeping.
10. Notify Men's Sober Living Director and/or House Manager of any emergencies.
11. Make on site decisions according to policy and procedures.
12. Communicate and act upon issues and concerns for next shift.
13. Performs other duties as required.

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**

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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

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