



Pride of the Ojibwa

13394 W Trepania Road . Hayward. Wisconsin. 54843
Phone 715-634-8934. Fax 715-634-4797

JOB ANNOUNCEMENT

Sober Living Recovery Advocate

Position: Sober Living Recovery Advocate (2 positions)
Posting Date: April 26, 2024
Closing Date: Open until filled
Supervision: LCO Men's Shelter House Manager
Salary: DOQ
Department: LCO Men's Shelter
Administration: LCO Tribal Government Policies and Procedures/LCO Men's Shelter Policies and Procedures

POSITION SUMMARY

The Recovery Advocate ensures the emotional, social and safety needs of Sober Living Residents and their families will be met and maintained on an individual basis in accordance with policies and procedures and current federal, state, local and tribal standards, guidelines, and regulations. The Advocate will provide crisis intervention and assist residents in understanding the implications and complexities of addiction. The Advocate must have a high level of patience and the ability to maneuver through the various social service programs to assist in providing a positive outcome for residents and their families.

DUTIES AND RESPONSIBILITIES

1. Prepare intake and screen incoming residents for physical, emotional and safety needs.
2. Provide emotional support, advocacy, crisis intervention, referrals to help residents acknowledge, understand, and process their feelings resulting from substance or alcohol abuse in the family, learn and practice communication skills.
3. When appropriate, provide case management and develop individual plans addressing needs and problems.
4. Provide information and referrals to external service providers to assist in achieving wellness plan developed. Network with agencies providing services to meet the needs of residents.
5. Maintain client files in an objective manner, including dates, types of service provided, goals, age, gender, and other related data.
6. Hold weekly support groups such as AA/NA, cultural teachings, etc.
7. Coordinate transportation for residents as needed.
8. Complete all necessary responsibilities and activities as assigned.
9. Complete all reporting requirements as assigned.
10. Adhere to strict confidentiality policy to protect the clients of Men's Shelter.
11. Maintain confidentiality and non-disclosure at all times on and off the job.
12. Maintain accurate, concise records for all calls, walk-ins and client contacts.
13. Interact in a professional/cooperative manner with staff and volunteers.
14. Attend and participate in all staff meetings/trainings.

QUALIFICATIONS

1. High School diploma or its' equivalent and has worked with underserved or disadvantaged groups of people for at least 2 years.
2. Peer Support Specialist certificate (preferred)
3. Valid Wisconsin driver's license, reliable vehicle, and full auto coverage.
4. Flexibility with hours to work.
5. Work well with all personality types.
6. Excellent communication skills, both verbal and written, and listening / feedback skills.
7. Knowledge of crisis intervention techniques/networking with communities.
8. Knowledge of the lasting effects of recovery.
9. Experience or course work in the field of social work, counseling, or human service field.
10. Available for after hours on call basis with the ability to appear at the shelter, sheriff's department, or hospital within 15 minutes for a crisis.
11. Ability to recognize the need for professional intervention, to be non-judgmental, and to be motivated to learn from direct experience as well as from training and supervision.
12. Access to telephone at home for on call crisis coverage.
13. Be able to pass a pre-employment drug screen.
14. Must be able to successfully pass a background check. A preliminary background check will be performed upon receipt of the employment application.

APPLICATION PROCEDURE:

Submit **completed** LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **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

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 & Procedures Manual.***