



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

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## Sober Living Facility Gaa-noojimokaag Director

**Posting Date:** June 12, 2024  
**Closing Date:** Open Until Filled  
**Reports to:** Executive Director  
**Supervisory Duties:** Recovery Advocates and Support Staff  
**Salary Range:** D.O.Q.

### Summary:

The Sober Living Facilities Director is responsible for the housing and program operations of the Gaa-noojimokaag sober living facility. The Gaa-noojimokaag facility consists of 15 available spaces of sober living housing for men transitioning from treatment/detox to recovery.

In support of the mission and residents, this leadership position maintains and exemplifies consistent professional qualities including but not limited to building and maintaining relationships with internal external stakeholders, oversight of staff and programmatic deliver, and administrative management.

### Essential Duties and Responsibilities:

#### General Operations:

- Oversee general operations of the facility including the development and maintenance of administrative and program infrastructure.
- Update administrative and program forms/documents as needed.
- Manage staffing schedule for 24-hour coverage where appropriate.
- Recruit, train, supervise and evaluate program staff.
- Review and sign all employee timesheets.
- Accept and record receipts of payment for resident programming agreement including collecting sober living vouchers from programs.
- Lead fund raising efforts for the facilities

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- Review of program budgets on a regular basis.
- Submit monthly/annual program outcome reports to the Executive Director.
- Represent facilities at stakeholder meetings relating to sober living facility issues or funding support.

**Service Delivery:**

- Maintain close oversight of case management activities including resident assignment, case conferences, quality assurance audit of case management files, and review of individual service plans.
- Oversee development and implementation of life skills and therapeutic programs for adult residents at all facilities.
- Develop and maintain partnerships with community organizations that enhance the services provided to residents.
- Ensure that all residents have access to information regarding Medication Assisted Therapy, housing, sobriety, Comprehensive Community Services, Veteran affairs, and other relevant resources.
- Recruit, screen and monitor volunteers for specific activities at the sober living facilities.

**Resident Support:**

- Monitor incident reports, warnings, and write-ups for program violations as well as resolution and follow-up by program staff.
- Provide case management support to staff to address the needs of residents presenting complex issues.
- Review and approve special conditions contracts for residents who have violated program guidelines.
- Review and approve staff requests for resident termination from any of the sober living facilities.

**Property Management:**

- Provide oversight to application process for individual participation in the sober living facilities.
- Review tenant files for quality assurance.
- Manage and address facility issues that arise in any of the sober living facilities.
- Review documentation of residence inspections.
- Perform other duties, as assigned.

**Qualifications:**

- Minimum Associate's degree in Social Work, Human Services, Business Management or other related field. Bachelor's preferred.
- Minimum 3 years working in a responsible management position that includes expertise in personnel management, budgeting and general administration.
- Experience providing services to homeless families and young adults.
- Knowledge of case management techniques and the ability to develop and implement an effective case management system.

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- Demonstrated ability to develop and implement life skills and/or therapeutic programs.
- Basic, working knowledge of property management for sober living programs.
- Demonstrated expertise in developing and implementing program evaluations including research tools, data collection and analysis and report writing.
- Excellent organizational and time management skills.
- Ability to handle a variety of complex tasks.
- Ability to effectively manage a team of professionals.
- Demonstrated ability to maintain a calm demeanor and communicate effectively with individuals (verbal and written)
- Ability to use conflict-resolution skills to de-escalate volatile situations with irate individuals.
- Must have excellent communication and written skills.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

**Computer Skills:**

- Proficiency in using computer software to carry out tasks. Competency using Word, Excel, database programs, the internet, e-mail is required.

**Certificates, Licenses, Registrations:**

- Must have current CPR and Basic First Aid certificates.
- Valid Wisconsin Driver's license, insurance and access to an automobile. Proof of insurance and auto registration required.

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