



9755 N Frogg Road Hayward, WI 54843
715-598-8385 Fax 715-496-8059

*Outreach & Shelter Serving Adult & Child Victims of Domestic,
Sexual, Elder, Stalking, & Dating Violence*

JOB DESCRIPTION

CRITICAL RELIEF STAFF – On-call or as needed

Posting Date: May 12, 2023
Closing Date: Open Until Filled
Salary: \$11/hr
Supervisor: Oakwood Haven Director
Job Site: Oakwood Haven Shelter

Qualifications:

1. High school diploma or its equivalent, or in the process of.
2. Pass a criminal background check.
3. Pass a pre-employment drug screen.
4. Valid Wisconsin driver's license, reliable vehicle and liability auto coverage.
5. Possess strong listening and feedback skills.
6. Must be a team player.
7. Available for after-hours work which are evenings, nights and weekends.
8. Ability to be non-judgmental and to be motivated to learn from direct experience as well as from training and supervision.

Job Function:

1. Attend all relevant training available to become a successful, competent advocate when working with Domestic abuse/Sexual Assault survivors.
2. Provide 24 hour crisis line service at *Oakwood Haven*.
3. Establish trusting relationship with at-risk victims by providing regular client contact and services as assigned or required.
4. Provide transportation for program participants on a minimal basis.
5. Provide clients with resources and information to community and county/state agencies.
6. Maintain client file with relevant information and inform other staff as appropriate.
7. Attend staff meetings, training courses and other meetings as required.
8. Assist with other job duties as assigned.

Requirements:

1. Attend 15 hours of domestic violence and 30 hours of sexual assault training annually through in person, webinars or zoom availability.
2. Attend Crime Victims' Rights and Compensation Training annually.

3. Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.
4. Willingness to serve on and on-call, on-scene response team along with the DV/SA investigators and staff.

Application Procedure:

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **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 Recourse Department

13394 W. Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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