



*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 Announcement

H.I.P. (Housing Improvement Program) Director Limited Term Position

Opening Date: June 17, 2021
Closing Date: Open Until Filled
Salary: Negotiable

Qualifications:

- Must have mature characteristics and be extremely dependable and reliable.
- Tribal Preference applies.
- High School diploma, HSED, GED is required.
- Must possess Associate's degree (A.A. or equivalent from two-year or technical school; or have obtained six months to one-year related experience and or training; or equivalent combination of education and experience.
- Ability to establish and maintain productive working relationships with staff, clients, also representatives to effectively carry out duties as required.
- Must possess a valid driver's license, reliable transportation and be willing to travel to various sites.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Duties and responsibilities:

- Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Responsible for the overall direction, coordination, and evaluation of the program.
- Responsible for ordering and picking up needed materials.
- While performing duties, willing to be frequently exposed to outside weather conditions and extreme heat. Employees may be occasionally exposed to wet and/or humid conditions, moving mechanical parts, and risk of electrical shock. Noise level in work environment is usually moderate.

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**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **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

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