



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

Women's Shelter Assistant Director

POSITION: LCO Women's Shelter Assistant Director
POSTING DATE: August 15, 2023
CLOSING DATE: Open Until Filled
SALARY: Negotiable (D.O.Q)
LOCATION: LCO Women's Shelter
SUPERVISION: Women's Shelter Director
ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:

The Women's Shelter Assistant Director will be primarily responsible for assisting the Women's Shelter Director in daily operations and management of the LCO Women's Shelter. The Assistant Director will work with the Director in writing the shelter's standard operating policies and procedures, implementing goals and objectives to achieve program success, work closely with other staff and residents, and other operational tasks.

Qualifications:

1. Tribal Preference applies.
2. Associate's degree in Social Sciences, Social Work, Human Services, and/or other related field preferred.
3. 3-years prior work experience in Social Work or Human Services related field preferred.
4. Prior supervisory experience preferred.
5. Proficient in the use of IT equipment and other office technology.
6. Participation in professional development, technical training or other training opportunities relative to homeless shelter management and client needs.
7. Performance of all duties in a professional manner.
8. Must have own transportation, valid driver's license and insurance.
9. Must be able to pass a criminal background check.
10. Must be able to pass pre-employment drug screen.

Required Skills, Knowledge and Abilities:

**LCO Tribal Government
Human Resource Dept
Women's Shelter Asst Director**

1. Ability to completely understand and maintain strict adherence to confidentiality.
2. Must be able to respond to on-call situations.
3. Willingness to share job responsibilities and work flexible days and hours as needed.
4. Be able to set and maintain professional & 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 and ability to work with a wide variety of ethnical, racial, socioeconomic and religious individuals and/or groups.

Duties and Responsibilities:

1. Assist in the operation and management of the Women's Shelter to include administrative, finance, grants, occupancy, development, and maintenance.
2. Maintains an open and active relationship with the Tribal Governing Board, Supervisor, Behavioral Health staff and other Shelter staff.
3. Work in conjunction with Supervisor in developing policies and procedures impacting the Shelter's goals and responsibilities.
4. Ensures compliance with Tribal and Funding Agency policies/requirements.
5. Submits required reports, progress notes, incident reports to the Supervisor.
6. Prepare written agenda and material as required for monthly staff meetings or as needed.
7. Provide incoming clients with intake forms/documents/orientation and assist in completion of all intake forms.
8. Maintain the referral system for clients who need specific treatment or services.
9. Assist clients with long and short-term goal setting, behavioral management, and crisis management.
10. Conducts the Shelter's procurement activities in accordance with applicable Policies and Procedures.
11. Maintains Client/Shelter files.
12. Performs other duties as may be assigned by Supervisor.

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.***