

Job Announcement

Position: LCO Men's Shelter Director
Posting Date: May 13, 2020
Closing Date: Open until filled
Salary: Negotiable (D.O.Q.)
Supervision: Executive Director for LCO Health and Human Services
Department: LCO Health & Human Services
Administration: LCO Tribal Government Policies and Procedures

Position Summary:

The primary responsibility of this position is to provide management of the Shelter, administer Shelter policies & procedures, supervision of Shelter staff and provide critical support for Shelter clients. This position will work under the supervision of the Executive Director for LCO HHS.

Qualifications:

1. Tribal Preference applies.
2. Bachelor's degree in Social Sciences, Social Work, Human Services, Public Relations and/or other related field preferred.
3. 3-years prior work experience in Public Relations, 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:

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. Oversee the operation and management of Men'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. Provides technical assistance and information to Tribal officials and grant writers regarding projects and planning activities.
5. Ensures compliance with Tribal and Funding Agency policies/requirements.
6. Submits required reports, progress notes, incident reports to the Tribal Governing Board, Supervisor, and/or Funding Agencies.
7. Prepare written agenda and material as required for periodic meetings.
8. Provide incoming clients with intake forms/documents/orientation and assist in completion of all intake forms.
9. Manage the referral system for clients who need specific treatment or services.
10. Assist clients with long and short-term goal setting, behavioral management, and crisis management.
11. Conducts the Shelter's procurement activities in accordance with applicable Policies and Procedures.
12. Maintains Client/Shelter files.
13. Performs other duties as may be assigned by Supervisor and/or Tribal Governing Board.

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 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

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