TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Residential Aide (1 position 3rd shift part time, 1 position 2nd shift part time)**

SUPERVISOR: Gookomis Endaad Director
LOCATION: Gookomis Endaad
POST DATE: **September 1, 2026**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to provide strength-based coaching for residents of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders. The Residential Aide works with clinical staff and residents in a peer supportive model to assist in the development of self-determined recovery goals and creation of an action plan to achieve them. This position is responsible for providing a therapeutic atmosphere within the facility and helps to coordinate all components of the treatment program, including residential activities, schedules, assist with daily living and like skills, dispense medications as necessary, and maintain appropriate documentation. The Residential Aide is responsible for assisting with the daily operations and routines of the facility under the supervision of the Director, Clinical Supervisor, or designee. Must be able to work a flexible schedule including evenings, overnights, weekends, and holidays as needed.

Qualifications: High School diploma or GED required. Two-year degree in Human Services or related field preferred. Certification as a Peer Support Specialist or Recovery Coach is preferred.

Salary: $19.00-$20.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Residential Aide

B. DEPARTMENT: Gookomis Endaad

C. SUPERVISOR'S TITLE: Gookomis Endaad Director

D. DESCRIPTION OF DUTIES: The Residential Aide provides strengths-based coaching for residents of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders. The Residential Aide works with the clinical staff and residents in a peer supportive model to assist in the development of self-determined recovery goals and creation of an action plan to achieve them. This position is responsible for providing a therapeutic atmosphere within the facility and helps to coordinate all components of the treatment program, including residential activities, schedules, assists with daily living and life skills, dispense medications, as necessary, and maintain appropriate documentation. The Residential Aide is responsible for assisting with the daily operations and routines of the facility under the supervision of the Director, Clinical Supervisor or designee. Specific responsibilities include but are not limited to the following:

1. Serve as a role model for residents as requested by the clinical staff and supervisor.
2. Lead and participate in skill development and recreational groups as assigned.
3. Works with the clinical staff to assist with the implementation of daily supportive interventions that become part of the ongoing assessment process.
4. Work with residents to assist with activities of daily living and foster a sense of safety in the facility and community which includes personal hygiene and self-care skills, meal preparation, financial management and budgeting, symptom management, relapse prevention, transportation, problem solving and conflict resolution, and other interventions as necessary.
5. Attend staff meetings with administration and clinical staff as requested and collaborate with other providers for designated residents.
6. May assist the clinical staff to provide advice and guidance regarding where and when to find services and programs that are helpful; advocates with those services and programs on behalf of the resident as requested by clinical staff.
7. Understand and aspire through demonstration to the Ethical Code of Conduct.
8. Understand and implement de-escalation techniques.
9. Understand and demonstrate clear boundaries related to Residential Aide.
10. Understand, demonstrate and train residents appropriate purpose, use and emergency protocols for cleaning and other chemicals.
11. Local travel is required; travel outside the state is limited. May be asked to operate a 12-passenger van. Must have valid drivers license and be insurable.

General Duties:

1. Monitor resident's medication, documentation and report to the nurse and other clinical staff any changes in the resident's mental/behavioral status with changes in medication.
2. Assist the nurse by chaperoning resident appointments.
3. Assists residents with medication compliance and drug screenings as instructed.
4. Participate in the State of Wisconsin required training and implementation of safe storage of medications.
5. Work with residents to maintain the facility daily including chores, bedroom/facility upkeep, laundry, yard work, van upkeep, and other moderate housekeeping duties.
6. Interact routinely with residents, observe behaviors and communicate significant observations to clinical staff. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
7. Identifies escalation of problems that could result in crisis and refers to the clinical staff, other professionals or Administrator for action.
8. Creates and maintains effective interpersonal/working relationships with other staff and residents.
9. Prepares meals for residents when cook is not available.
10. Listens to residents' complaints and concerns and works to resolve them; referring residents to appropriate staff if unavailable to resolve issues to the resident's satisfaction.
11. Understands and practices HIPAA principles by ensuring resident confidentiality and demonstrates complete discretion when discussing resident information.
12. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets required standards.
13. Develops and maintains competencies and certifications according to policy requiring attendance to training and testing to demonstrate knowledge.
14. Develops and maintains peer support skills through staff meetings, seminars, workshops, or other forms of training/education when requested.
15. Ensures the integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with residents.
16. Must be flexible to meet the needs of the Tribe, facility, and residents that includes schedule coverage and changes.
17. Other related duties as assigned in order to provide quality recovery services.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily face to face contact with residents, clinical staff and team members.
2. **External:** Frequent contact with service providers and may represent the resident, family or community. Must be able to represent the Tribe and Facility in a positive fashion.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Must be able to act independently within scope of normal duties and responsibilities and perform under limited supervision. Direct supervision will be provided by Gookomis Endaad Administrator/Director and/or Clinical Supervisor.

H. EDUCATION: High School diploma or GED required. Two-year degree in The Human Services or related field is preferred. Certification as a Peer Specialist or Recovery Coach is preferred. One year of sobriety is required and must maintain sobriety throughout employment. Willing to complete necessary training that includes Fire Safety, First Aid and Choking, Medication Administration, and Standard Precautions within 90 days of assignment. If applicant is not a Recovery Coach, they must be willing to complete training before end of first year of employment. Must be able to complete required training annually to maintain the position.

I. EXPERIENCE: Knowledge of or willingness to learn and train in interviewing, crisis intervention, building rapport with residents and observation skills. Strong interpersonal and organizational skills and have the ability to work independently with little or no supervision is required. Ability to manage time effectively, promote positive team culture, and to communicate effectively with team members, residents, and through the writing of reports/notes is required. Ability to complete tasks identified in schedules and other written communications is required. Knowledge, acceptance, and experience of Anishinaabeg communities, culture, ceremonial practices, and values preferred.

J. SKILLS:

1. Must be able to communicate effectively with a variety of people.
2. Must be able to maintain composure in stressful situations.
3. Must be able to establish relationships with residents, community members, and other staff.
4. Must be able to represent the facility and the Tribe in a positive fashion.
5. Must maintain strict confidentiality of residents and families.
6. Effective decision-making and problem-solving.
7. Must be able to manage time to complete all functions necessary on each shift.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Nature of work is such that the incumbent experiences infrequent periods of moderate to high stress levels while dealing with residents, family members, and staff. Participates in providing 24-hour coverage that includes working evenings, overnights, weekends and holidays. Work schedule may be subject to change in order to meet program needs at any time. Will involve working with many different people who are often distressed in some way.
2. **Exposure to Hazards:** Moderate threat of personal danger or risk. Exposure to communicable and infectious disease.
3. **Physical Requirements:** Must be able to demonstrate screening and physical examination in the past three months or complete screening and physical examination requirements within 90 days of employment. Work varies from outside activities to indoors in a controlled climate area.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Residential Aide to perform in both a professional

and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description; per S.50.065, Stats., and CH.DHS 12. Employee must provide proof of immunity to measles, mumps, rubella, varicella, hepatitis b, Td/Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	**Date**	**Manager**	**Date**
Previously signed		Previously signed	
HHS Administrator	**Date**	**Human Resources Director**	**Date**