



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT-REPOST**

**JOB TITLE:** Emergency Shelter Staff (Part-time)  
**SUPERVISOR:** Emergency Shelter Manager  
**LOCATION:** Emergency Shelter  
**POST DATE:** March 5, 2024  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to provide overnight shelter and provide critical support. This position will work under the supervision of the Emergency Shelter Manager. Emergency Shelter Staff must be available to work varied schedules including weekends, holidays, and overnight shifts.

**Qualifications:** High School Diploma or equivalent is required.

**Salary:** \$14.00/hr.

**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](http://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](mailto: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:** Emergency Shelter Staff (Part-Time)

**B. DEPARTMENT:** Emergency Shelter

**C. SUPERVISOR'S TITLE:** Emergency Shelter Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide overnight shelter and provide critical support. This position will work under the Emergency Shelter Manager. Emergency Shelter Staff must be available to work varied schedules including weekends, holidays and overnight shifts. Specific responsibilities include but are not limited to the following:

1. Arrive for your scheduled shift on time and stay for the period of time for which you have committed.
2. Ensure confidentiality at all times
3. Make rounds throughout the unit in order to ensure safety of occupants and shelter environment
4. Conduct occupant background checks, initial drug/alcohol test, intake and exit paperwork
5. Provide social interaction with occupants and children staying in the shelter
6. Assist with incoming donations
7. Maintain accurate records, recording log notes
8. Follow through on occupants chores and performance of housekeeping
9. Notify immediately of any emergencies.
10. Assist occupants with welcoming and departure process
11. Makes on site decisions according to policy and procedures
12. Communicate and act upon issues and concerns for next shift.
13. Performs other duties as required.

**E. Position Relationships:**

1. **Internal:** Contact with occupants, and LDF Police, Tribal Programs, and any related emergency staff or referral staff
2. **External:** Occasional contact with volunteers

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Emergency Shelter Manager.

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** On the job training.

**J. SKILLS:**

1. Strong interpersonal and organizational skills, including the ability to work as part of a team and effectively communicate with adults and their children.
2. Maintain an assault free environment for the protection and safety of occupants by utilizing preventive measures. Make emergency phone call as necessary.
3. Ability to work with families of varying economic, social, and ethnic backgrounds.
4. MAINTAIN STRONG CONFIDENTIALITY of occupant specific information, files and discussion in meetings.
5. Have the ability to work under stress while maintain professional
6. Must be familiar with the effects of emergency situations and its impact on community members and children.
7. Ability to respond appropriately to an emergency situation or crisis situation.
8. Have an understanding and sensitivity of Native American culture

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Duties are performed within normal office conditions.
2. **Exposure to Hazards:** May be exposed to situations where upkeep of shelter, furniture, appliances and grounds.
3. **Physical Requirements:** Position requires daily kneeling, stooping, bending and sitting to attend to incoming and outgoing donations. May have to occasionally lift up to 30 pounds.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Residential/Shelter Staff 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 behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and subject to disciplinary action. Any behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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. Must be able to work a flexible schedule including evenings, weekends and holidays as needed. Must maintain a working home phone. Must practice non-violent, responsible, healthy lifestyle.

**N. SIGNATURE:**

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**Employee**                      **Date**

\_\_\_\_\_  
**Manager**                      **Date**

Previously signed \_\_\_\_\_  
**Tribal Administrator**              **Date**

Previously signed \_\_\_\_\_  
**Human Resources Director**              **Date**