



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Residential/Shelter Staff (Part-time call in)
SUPERVISOR: Domestic Abuse Program Director
LOCATION: LDF Domestic Abuse Program
POST DATE: November 22, 2022
CLOSING DATE: Open until filled

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

Qualifications: High School Diploma or equivalent is required. Minimum of one-year experience working in Human Service area preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$12.00-\$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 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/Shelter Staff (part-time call in)

B. DEPARTMENT: LDF Domestic Abuse & Sexual Assault Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide overnight shelter, crisis line, and provide critical support. This position will work under the supervision of the Shelter Manager. Shelter staff must be available to work varied schedules including weekends, holidays, and overnight shifts. This position is part time and/or on call. 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 guests and shelter environment.
4. Conduct resident screening, intake and exit paperwork.
5. Maintain the crisis line.
6. Provide social interaction with victims and children living in the shelter.
7. Assist with incoming donations.
8. Maintain accurate records, recording log notes.
9. Coach residents in fulfilling plans for assisted daily living.
10. Participate in house and program meetings.
11. Follow through on client's house chores and performance of housekeeping.
12. Notify Shelter Manager and/or Director immediately of any emergencies.
13. Assist staff with welcoming and departure process.
14. Makes on site decisions according to policy and procedures.
15. Communicate and act upon issues and concerns for the next shift.
16. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with clients, co-workers, and visitors.
2. **External:** Occasional contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from the Domestic Abuse Program Director.

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

I. EXPERIENCE: Minimum of one-year experience working in Human Service area preferred.

