



JOB ANNOUNCEMENT
REPOST

JOB TITLE: Residential Shelter Staff (1 Full-time, 1 Part-time)

SUPERVISOR: Domestic Abuse Program Director

POST DATE: September 9, 2021

CLOSING DATE: September 23, 2021

General Descriptions: 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 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.

Salary: \$10.00 per hour.

How to Apply: Submit your application for employment, and the notarized release of information form by the position deadline. Applications and detailed job descriptions can be found at the Lac Du Flambeau Tribe's website www.ldftribe.com, and are also 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**

P.O. Box 67 • Lac du Flambeau, Wisconsin 54538 • (715) 588-3303 • Fax (715) 588-9131

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

- A. TITLE OF POSITION:** Residential/Shelter Staff
- B. DEPARTMENT:** LDF Domestic Abuse & Sexual Assault Program
- C. SUPERVISOR'S TITLE:** DAP Director
- D. DISCRIPTION 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 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.
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 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 clients house chores and performance of housekeeping
 12. Notify immediate shelter manager and/or director 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 next shift
 16. Performs other duties as required.
- E. Position Relationships:**
1. **Internal:** Contact with clients, and co-workers, visitors
 2. **External:** Occasional contact with vendor
- F. SUPERVISORY RESPONSIBILITIES:** None
- G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Domestic Abuse Program Director.

