



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Shelter Manager**
SUPERVISOR: Domestic Abuse Program Supervisor
LOCATION: Domestic Abuse Program
POST DATE: March 17, 2023
CLOSING DATE: March 31, 2023

General Description: The primary responsibility of this position is to provide advocacy and support services to victims of abuse. Provide a successful, safe, educational day to day operation of the Domestic Abuse & Sexual Assault Shelter. Monitor Shelter coverage staff, and facilitation of resident participation in community bases, socials activities. Coordinate and implement activities within the Batter's Intervention Program. These duties will be coordinated with Domestic Abuse Program Staff.

Qualifications: High School Diploma or equivalent is required, and a minimum of one-year experience working in Human Service Area and/or an Associate Degree in Human Service or Counseling field. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$15.00-18.00/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/Shelter Manager

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to provide advocacy and support services to victims of abuse. Provide a successful, safe, educational day to day operation of the Domestic Abuse & Shelter Assault Shelter. Monitor Shelter coverage staff, and facilitation of resident participation in community bases, socials activities. Coordinate and implement activities within the Batter's Intervention Program. These duties will be coordinated with the Domestic Abuse Program Staff. Specific responsibilities include but are not limited to the following:

1. Assist with providing education on sexual assault, domestic abuse and related issues regarding children.
2. Team member of the Batter's Intervention Program.
3. Assess child's needs and develop plan, along with parent.
4. Facilitate activities/group sessions for all children ages three to seventeen years of age.
5. Assist with child development, parenting, family system education sessions primarily for program shelter residents.
6. Coordinate children's services with other community agencies providing services to children and their families consistent with child/family plan.
7. Facilitate weekly meetings with shelter residents to coordinate cleaning of the shelter and menu planning.
8. Coordinate the restocking of shelter supplies: i.e. groceries, cleaning products and all other supplies.
9. Maintain an inventory of all food, towels, bedding, and household items.
10. Responsible for the general upkeep of shelter, furniture, appliances, and grounds.
11. Responsible for all donations.
12. Responsible for recruiting shelter staff, orientation, and training for shelter and crisis line.
13. Prepare shelter staff schedule.
14. Responsible for program reports, including data collection as needed and required by funding source and overall program management.
15. Support incorporation and use of Native American Culture and traditional activities within the program whenever appropriate.
16. Be willing to participate in appropriate training, staff development for job enhancement and skill development.
17. Provide on call duties such as transportation, crisis intervention, and advocacy as needed.
18. Confer with client advocates daily.
19. Arrange transportation for residents and their children when needed.
20. Inform residents of community events/resources which may be of interest/help to them.

21. Attend training sessions on domestic abuse and sexual assault and related issues.
22. Attend weekly case review and staff meetings of the program.
23. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with coworkers, clients, customers, residential shelter staff and visitors.
2. **External:** Occasional contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: Monitoring of the residential shelter staff and facilitation of resident participation in community based social activities.

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

H. EDUCATION: High School Diploma or equivalent is required, and/or an Associate Degree in Human Service or counseling field preferred.

I. EXPERIENCE: Minimum of one-year experience working in Human Service area. Must have experience in Word and Excel. Must have demonstrated experience working with children, youth and their families.

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. Promote collaborative relationships with service providers, tribal programs, and community agencies to provide quality services to elder abuse.
3. Ability to work with families of varying economic, social, and ethnic backgrounds.
4. Maintain strong confidentiality of client specific information, files and discussion in meetings.
5. Must be knowledgeable about child development.
6. Must be familiar with the effects of family violence and its impact on children.
7. Ability to respond appropriately to an emergency situation or crises 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 ground.
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 Shelter Manager 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 be able to work a flexible schedule including evenings, weekends, and holidays as needed. Must possess a valid WI Driver's license, liability insurance, and be insurable, with daily access to a vehicle for work related transportation. Must maintain a working home phone. Must practice a nonviolent, responsible, healthy lifestyle. 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.

N. SIGNATURES:

Employee **Date**

Manager **Date**

 Previously signed
Tribal Administrator **Date**

 Previously signed
Human Resources Director **Date**