



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Residential/ Shelter Staff  
**SUPERVISOR:** Domestic Abuse Program Director  
**POST DATE:** February 25, 2019  
**CLOSING DATE:** March 11, 2019

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**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 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. Must maintain a working home phone. Must practice a non-violent, responsible, healthy lifestyle.

**Salary:** \$10.00 per hour.

**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 via 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:** Residential/Shelter Staff

**B. DEPARTMENT:** LDF Domestic Abuse & Sexual Assault Program

**C. SUPERVISOR'S TITLE:** DAP 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 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.

**H. EDUCATION:** High school diploma or equivalent is required.

**I. EXPERIENCE:** Minimum of one year experience working in human service area.

**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 clients 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 client 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 family violence and its impact on 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 attitude or behavior that tarnishes the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be 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 evening, weekends, and holidays as needed. Must maintain a working home phone. Must practice a non-violent, responsible, healthy lifestyle.**

**N. SIGNATURES:**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date