

TRIBAL PERSONNEL DEPARTMENT



**JOB ANNOUNCEMENT**

**JOB TITLE:** Residential Shelter Supervisor  
**SUPERVISOR:** Tribal Administrator  
**LOCATION:** Emergency Shelter  
**POST DATE:** October 17, 2018  
**CLOSING DATE:** Open until filled

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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 the Tribal Administrator. Shelter staff must be available to work varied schedules including weekends, holidays, and overnight shifts.

**Qualifications:** A high school diploma or equivalent is required. Minimum of working one year in the human service area.

**Salary:** Negotiable/ Dependent upon 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 obtained 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 Supervisor (FT)

**B. DEPARTMENT:** Emergency shelter

**C. SUPERVISOR'S TITLE:** Tribal Administrator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide overnight shelter and provide critical support to occupants. Also will be responsible for the supervision of shelter and staff. This Position will work under the Tribal Administrator. Shelter staff must be available to work weekends, holiday and overnight shifts. Responsibilities include but are not limited to:

1. Provide need support to Tribal Secretary and LDF Police Department for incoming referrals.
2. Develop shelter schedule to have full-time schedule for coverage.
3. Arrive for your scheduled shift on time and stay for the period of time for which you have committed.
4. Ensure confidentiality at all times
5. Make rounds throughout the unit in order to ensure safety of occupants and shelter environment
6. Conduct occupant background checks, initial drug/alcohol test, intake and exit paperwork
7. Provide social interaction with occupants and children staying in the shelter
8. Assist with incoming donations
9. Assist with the needed data collection and reporting requirements with SOE program.
10. Maintain accurate records, recording log notes
11. Follow through on occupants chores and performance of housekeeping
12. Record all incidents or emergencies that occur during a shift.
13. Assist occupants with welcoming and departure process
14. Makes on site decisions according to policy and procedures
15. Communicate and act upon issues and concerns with Supervisor.
16. Performs other duties as required.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with occupants, LDF Police, Tribal council Secretary, any and other related emergency staff or referral staff.
2. **External:** Occasional contact with volunteers.

**F. SUPERVISORY RESPONSIBILITIES:** Oversees the shelter staff

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Tribal Administrator.

**H. EDUCATION:** A high school education or Equivalent is required.

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

**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 different emergencies 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 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, bending, stooping 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 Supervisor 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:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must be able to work a flexible schedule including weekends and holidays as needed. Must maintain a working home phone. Must practice nonviolent, responsible, healthy lifestyle. 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. SIGNATURE:**

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Employee

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Date

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Manager

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Date