

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

UNIT MANAGER NEW DAY TREATMENT CENTER

Part-Time, up to 37 hours/week

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of current, valid Michigan Drivers license
- CAD1 credentialing, if applicable
- Copy of High School Diploma or GED
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: October 1, 2018

Closing Date: Open Continuous

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION: UNIT MANAGER
Part-Time, up to 37 hours/week

LOCATION: New Day Treatment Center
L'Anse, Michigan

SUPERVISORY CONTROL: House Manager

SALARY: Grade 3 without CADC 1 credentialing (minimum starting wage = \$10.00/hour)
Grade 4 with CADC 1 credentialing (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 18 years of age.
- If recovering from substance abuse, twelve (12) months of sobriety required.
- The ability to relate to American Indians and non-Indians alike is essential as well as basic knowledge of the 12-Step program.
- Must have the ability to lead and supervise clients.
- Must possess a valid unrestricted Michigan driver's license, and good driving record, and be able to be insured to operate fleet vehicles.
- Must be able to document legibly.
- Employment contingent upon the satisfactory result of a security background check, pre-employment physical and pre-employment drug testing.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

Be on the treatment shift scheduled by the supervisor.

Will be on rotation schedule. Shifts are: 8:00 am to 4:00 pm
1:00 pm to 9:00 pm
4:00 pm to 12:00 midnight
12:00 midnight to 8:00 am

Primary responsibility is the supervision of general treatment activities and routine functions on the treatment unit such as overseeing clients' medication; general supervision of clients, keeping in mind at all time their health, safety, and welfare; possible transportation of clients; grocery shopping; cooking; perform light housekeeping duties as directed by the supervisor.

Weekend positions may require group training and group facilitation.

Doing building checks at designated intervals.

Be knowledgeable of emergency procedures.

Be knowledgeable of New Day House Rules and Policies and recipient rights.

Follow the policies of the KBTCAP.

Familiarity with the intake procedure is necessary.

Additional duties as assigned by the supervisor.

Be aware of the rules on confidentiality, and be willing to sign and abide by the new Day Staff Code of Ethics.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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Adjusted with Council Approved Wage increase for Grade 3