

KEWEENAW BAY INDIAN COMMUNITY

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

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

UNIT MANAGER (THP&S) One (1) Full-Time, Non-exempt position

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 High School Diploma, GED, or High School Certificate of Completion
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- Copy of valid, unrestricted state driver's license
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services (DHHS)
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency (from Enrollment Office)
- 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
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

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POSITION:

UNIT MANAGER (THP&S)

Full-time, Non-exempt position

LOCATION:

Transitional Home Programs & Services
Baraga, Michigan

SUPERVISORY CONTROL:

Programs & Services Team Lead

SALARY:

Grade 3 without credentialing (min starting wage = \$15.00/hour)

Grade 4 with OVW Basic Training credentialing (min starting wage = \$16.47/hour)

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 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.*)
- Previous experience in the Domestic Violence/Sexual Assault field is preferred.
- Must not have been (or currently be) a client receiving services from the KBIC OVW Program in the past 12 months from the date of application.
- Must have the ability to lead and supervise others.
- Must be willing to attend training.
- Must be able to document legibly.
- Must possess a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- 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 qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Supervises the activities and routine functions at the Transitional House, such as: overseeing clients' medication; general supervision of clients, keeping in mind at all times their health, safety, and welfare; possible transportation of clients; grocery shopping; cooking; and performing light housekeeping duties as directed by the supervisor.
2. Provides crisis intervention to individuals and groups relative to personal and social problems, and educational and vocational objectives.
3. Participates in client reviews.
4. Assigns rooms, assists in planning recreational activities, and supervises work and study programs of clients.
5. Ascertains need for, and secures services of, medical personnel as necessary.
6. Answers the telephone.
7. Must be willing to work the shift scheduled by the supervisor. Shifts are on a rotation schedule.
8. Must be willing to work weekends and holidays.
9. Conducts building checks at designated intervals.
10. Monitors security cameras.
11. Must be knowledgeable of Emergency Procedures.
12. Must be knowledgeable of the Transitional House Rules and Policies as well as recipient rights.
13. Must follow the policies of the Office of the Transitional Home Programs & Services.
14. Must be aware of the rules of Confidentiality and be willing to sign and abide by the laws protecting Confidentiality.
15. Performs additional duties as assigned by the supervisor.

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.

Distribution Date: October 21, 2022

Closing Date: November 4, 2022 at 4:00pm or until filled

TERO Approval: <u>Debra Picciano</u>
Date: <u>10/21/2022</u>

Qualification Sheet

Name: _____

POSITION: **F/T Unit Manager (THP&S)**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 55 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.*

Previous experience in the Domestic Violence/Sexual Assault field is preferred.

Must have the ability to lead and supervise others.

Must be willing to attend training.

Must be able to document legibly.

Must possess a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: _____
Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

Driver's license number: _____

Date of Birth: ____/____/____

Signature _____ Or

I do not have a valid license as of Date: ____/____/____

Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

Copy of license

Copy of personal vehicle insurance coverage