

NORTHERN CHEYENNE TRIBE
ROSEBUD LODGE EMERGENCY SHELTER
JOB ADVERTISEMENT 2019/20

POSITION: Substitute House Parent **SALARY:** D.O.E

ACCOUNTABLE TO: Manager of Rosebud Lodge Emergency Shelter

THIS POSITION IS OPEN UNTIL FILLED

How to apply: Submit a complete application, **RESUME'**, (3) current letters of reference and or/recommendations (one must be past/present employer), dated within (1) year of advertisement, Tribal Certification (if claiming Indian Preference), submit a form DD214 (if claiming Veteran Preference), Current Montana Driver's License or date of appointment (if in the process of obtaining one), copies of credentials or certified copy of transcripts(training and/or education) to: Northern Cheyenne Tribe, attn.: Human Resources Department, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT. 59043. All documentation must be attached.

ALL APPLICATIONS ARE ACCEPTED by Human Resources Department and will be forwarded to the Programs/departments. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE ADVERTISING PROGRAM

SUMMARY OF WORK: The houseparent reports to the Manager and provides direct care and supervision to shelter youth. The house parent works on an as needed basis covering a variety schedules.

Houseparent conducts intake for new admissions, maintain a daily log of youth activity, and complete incident reports as needed. They assist youth with daily activities, outings, homework and life skills and serve as a positive role model.

House parents assist with other tasks as assigned, including answering telephone calls, and are mandatory child abuse and neglect reporters following established program procedures. This position is a mandatory reporter of any abuse or neglect and shall follow established program procedures.

JOB CHARACTERISTICS:

Provides for daily care and supervision, and ensures the safety and welfare of the Rosebud Lodge Emergency Shelter (RLES) residents. Assists with meal preparations according to planned menus when needed and participates in family style dining at all mealtimes. Assists with all activities on and off site. Provides emotional support to children traumatized by their family situation.

DUTIES AND RESPONSIBILITIES:

- **Record Keeping: Maintains** Timely log entries, i.e., communications log, intake log, submits required reports, notifies Manager immediately of any accidents, injuries, or other incidents. Alerts Manager regarding suspected child abuse and documents any incidents.
- **Shelter Property Maintenance:** Adheres to all RLES in-house safety standards. Adheres to motor vehicle laws when driving Rosebud Shelter vehicle. Provides maintenance of RLES yard, parking lot, Rosebud Lodge Shelter interior.
- **Training: Knowledge** of first-aid and CPR procedures or be willing to be trained and certified within a reasonable timeframe. Knowledge of RLES emergency procedures related to fire, injuries and weather related events. Orientation on licensing standards and trauma informed child welfare services. Participates in all required in- service trainings. Attends off-site trainings as required.

JOB PREFORMANCE STANDARDS:

- Provide T.B. clearance at time of employment (must renew annually)
- **Child Abuse Registry and Criminal Records Clearance.**
- **Must** be able to lift and carry up to 30 lbs.
- Reference checks (at least three).
- Must agree to and sign wavier for pre-employment drug testing and agree to comply with any Tribal Personnel drug testing policy.
- No prior alcohol/drug offenses or convictions within 1 year of application in any court jurisdiction.
- Current Valid MT Driver's License and official MT driving record must be submitted with application.
- Food Handler Certification is required or employee must be willing to be trained and certified within a reasonable timeframe.
- Confidentiality agreement must be signed by this employee and requirements will be strictly enforced.
- Indian Preference given to qualified enrolled members of the Northern

- Cheyenne Tribe.
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- Associate of Arts Degree of College preferred.
- High School graduate or equivalent required.
- Appropriate child care experience or volunteer work with youth preferred.
- Volunteer or work experience in youth shelter work preferred
- Must be able to pass a background investigation in accordance with 25 CFR Part 63.
- Must be able to take direction, communicate with youth and work as part of a team.