

NORTHERN CHEYENNE TRIBE
ROSEBUD LODGE EMERGENCY SHELTER
JOB ADVERTISEMENT
2018

POSITION: House Parent

SALARY: \$13.00

ACCOUNTABLE TO: Director of Rosebud Lodge Emergency Shelter

THIS POSITION IS OPEN UNTIL FILLED

HOW TO APPLY: Submit a completed tribal application, current **RESUME'**, Three (3) letters of recommendation (dated within one year), (if claiming Tribal Preference) a Tribal Certification of Tribal I.D. (if claiming Veteran's Preference) a DD214, College transcripts for preference consideration. Indian Preference and Valid Driver's License and a good driving record Preferred to the Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

SUMMARY OF WORK:

The houseparent reports to the Director and provides direct care and supervision to shelter residents. Conducts intake and orientation for new resident admissions. Assists residents in daily activities including meal preparations, chores, outings, and homework and life skills. Answer telephone calls. Serves as a positive role model for the clients. Assists with other tasks as assigned.

JOB CHARACTERISTICS:

Nature of Work: Daily Client Activities: Provides for daily supervision and care for Lodge residents. Ensures the safety and welfare of residents. Provides assistance with resident's daily chores. Assists with meal preparations according to planned menus. Participates in family style dining at all mealtimes. Assists with in-house and off ground activities. Participates with group activities.

DUTIES AND RESPONSIBILITIES:

- **Record Keeping:** Maintains timely log entries, i.e., communications log, intake log, submits required reports, notifies Director immediately of any accidents, injuries, or other incidents. Alerts Director 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 Shelter interior.
- **Training:** Knowledge of first-aid and CPR procedures. Knowledge of RLES emergency procedures related to fire, injuries and weather related events. Participates in all required in-service trainings. Attends off site trainings as required.

JOB PERFORMANCE 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.
- Physical Examination
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference given to qualified enrolled members of the Northern Cheyenne Tribe.

EDUCATION AND EXPERIENCE:

- Associate of Arts Degree of College Preferred.
- High School graduate or equivalent preferred.
- Can substitute appropriate child care experience for education.
- Volunteer or work experience in youth shelter work preferred
- Must be able to obtain State certification.
- Must be able to take direction and work as part of a team.