

**NORTHERN CHEYENNE TRIBE
ROSEBUD LODGE EMERGENCY SHELTER**

POSITION: Houseparent (Sub)

SALARY: D.O.E.

ACCOUNTABLE TO: Rosebud Lodge Emergency Shelter Director

OPENING DATE: October 21, 2021

CLOSING DATE: Open Until Filled

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email of fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

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 preparation, chores, outings, homework and life skills. **Answers** calls. **Serves** as a positive role model for the clients. **Assists** in other tasks as assigned.

JOB CHARACTERISTICS:

Nature of Work: Daily Client Activities. **Ensures** the safety and welfare of residents. **Provides** assistance with resident's daily chores. **Assists** with meal preparation according to planned menu. **Participates** in family style dining at all mealtimes. **Assists** with in-house and off-ground activities. **Assists** 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 document.

- **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 Emergency 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 training. **Attends** off-site training as required.

JOB PERFORMANCE STANDARDS

Provide T.B. clearance at time of employment (**renew yearly**)

Child Abuse Registry and Criminal Records Clearance

Physical examination

Reference checks

Valid Montana Driver's License and a good driving record

Must agree to and sign waiver for pre-employment drug testing

Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

EDUCATION AND EXPERIENCE:

Associates of Arts Degree of College **preferred.**

High school graduate or equivalent required.

Volunteer or work experience shelter work **preferred.**

Must be able to get State certified

Must be able to take direction, work as part of a team.