
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



JOB DESCRIPTION

POSITION: Victims Shelter Housing Monitor

DEPARTMENT: Social Services

REPORTS TO: Social Services Director

LOCATION: LVD Shelter/Social Services Building

EMPLOYMENT: Part Time – As needed

SALARY: \$15.00 per hour

DESCRIPTION:

The Victims Shelter House Monitor is a grant funded position. Under the direct supervision of the Social Services Director this employee is responsible for monitoring the activities of the lodging resident ensuring safety and compliance with house rules; check the security of all windows and doors; monitor cameras and make periodic rounds of entire facility. Will be responsible for overseeing shelter in the Advocate's absence to ensure that a safe, welcoming, and clean environment is provided to residents. Assist all who enter the shelter by providing emotional support, advocacy, and guidance.

DUTIES AND RESPONSIBILITIES:

- Treat all those coming to the LVD Shelter with dignity and respect.
- Responsible for maintaining health and safety of lodging residents.
- Provide oversight of the shelter and assist with meals, guest interaction, set-up, and clean-up.
- Welcome and record attendance for participants and monitor participant movement.
- Maintain a safe, friendly, supportive environment.
- Work compassionately with those who have difficulty engaging with service providers.
- Effectively resolve conflicts among participants and de-escalate potentially violent situations.
- Monitor participant activities and food distribution.
- Assist volunteers who are bringing in food and serving homeless clients.

- Set up tables for food service and hand out bedding, warm clothing, and other amenities.
- Ensure participants adhere to rules, especially related to behaviors that are unsafe-if necessary, notifying public safety.
- Respond appropriately to emergencies.
- Maintain daily record keeping and reports.
- Ensure the facility is maintained in a clean and orderly manner.
- Provide information to supervisor after each shift regarding the number of participants, any need for supplies, incident reports, etc.
- Adhere to high standards in confidentiality and respect for participants, supervisors, co-workers, and the Tribe.
- Will be required to travel and attend training as necessary.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess patience, empathy, and the strong desire to work with populations in challenging and emotional circumstances.
- Ability to work with homeless individuals of diverse backgrounds and abilities.
- Interest in helping volunteers and participants feel welcome while ensuring a safe environment.
- Ability to develop rapport, provide information, and refer with sensitivity to cultural issues.
- Display a high level of initiative, effort, and commitment towards completing assignments efficiently.
- Possess excellent time management skills and the ability to work with minimum supervision.
- Be a self-starter who is highly motivated with a good work ethic.
- Able to handle high level stress situations with composure and knows when to ask for help.
- Must be able to respond quickly and effectively to many types of situations, including crisis and potentially hostile situations.
- Must be able to sit, stand, walk, stoop, kneel, bend and lift up to 20 lbs.
- Must be available to work evenings, weekends and holidays if needed.
- Must have a valid driver's license.
- Must obtain CPR/First Aid certification.
- Must be able to pass all pre-employment obligations including various background screening, and drug test.

PREFERRED QUALIFICATIONS:

- Previous experience with social services and/or homeless programs.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by the Tribal Council: 2/22/2024

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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Sign _____ Date _____