



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítħačħaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

POSITION: Shelter Manager (3 Year Grant)
Office of Violence Against Women

SALARY RANGE: (\$33,811-\$42,264) + Annual & Sick Leave

OPENING DATE: November 03, 2016 CLOSING DATE: November 22, 2016

SCOPE OF POSITION:

The Office of Violence Against Women (OVW) grant is in partnership with the Abused Adult Resource Center to provide for a Shelter Manager who will be responsible for operation and management of an emergent, secure shelter facility, including supervision, monitoring, confidential reporting and support services.

SUPERVISION:

The OVW Shelter Manager will be under the supervision of the Court Administrator, Standing Rock Tribal Court, who will provide direction, guidance and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Responsible to establish an emergent and secure shelter in accordance with the Office of Violence Against Women (OVW) Guidelines and in collaboration with Abused Adult Resource Center (AARC) acceptable standards
2. Responsible to provide determination of shelter staffing level and needs.
3. Responsible to develop and implement direct service policy and procedures, establish a plan to evaluate services and identify resource needs
4. Responsible to provide case management services to shelter residents.
5. Responsible to conduct orientation and training for shelter staff and volunteers.
6. Responsible to provide orientation to shelter residents.
7. Responsible to ensure data records and statistical information is complete and accurate for reporting purposes.
8. Responsible to implement safety and security procedures for shelter staff, clients and volunteers
9. Responsible to develop, implement and track direct service indicators and monitor progress on outcomes based on funding requirements.
10. Responsible to manage direct service budget in accordance with funding and compliance requirements.
11. Responsible for the timely completion and submission of necessary reports as required
12. Responsible to attend community meetings as assigned
13. Responsible to provide on-call support to shelter staff over the phone and/or in-person and meet with staff monthly for one on one support
14. Responsible to develop and implement custodial and maintenance plans according to standard operating procedures to ensure the Shelter facility meets applicable health and safety codes.
15. Responsible for monitoring expenses and purchases related to the shelter facility.

Nikix'ičhiyani ki Wówašečħunpi Un pətfəppi
"Promoting Self-Sufficiency through Employment"

16. Responsible to coordinate necessary renovations and repairs as needed to maintain a safe facility.
17. Responsible for duties within the scope of work as delegated and assigned.

QUALIFICATIONS:

1. Must possess a Bachelor's Degree in Social Work, Human Services or related Social Science Degree with two (2) years documented experience in supervision and management required.
2. Must possess strong computer skills with working knowledge of Microsoft Office (Word, EXCEL) programs.
3. Must be proficient in carrying out general office duties such as; filing, typing, with efficiency in office equipment (copy, fax, printers, and telephone) operation.
4. Must be able to understand and carry out both verbal and written instructions and request clarification when needed.
5. Must possess a strong work ethic and organizational skills with special attention to detail and ability to operate under pressure and stress.
6. Must possess excellent customer service skills and demonstrate professionalism; maintain tact, courtesy, composure and flexibility when dealing with a variety of sensitive issues.
7. Must pass required background check; as an adult never convicted of a felony.
8. Must possess a valid driver's license and maintain proof of current auto liability insurance.

JOB REQUIREMENTS:

1. Will be required to sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to resident and program information.
2. Will be required to demonstrate the ability to exercise initiative and sound judgment and in react resourcefully under varying conditions.
3. Will be required to demonstrate the ability to communicate effectively in a courteous and professional manner.
4. Will be required to participate in training as deemed appropriate.
5. Will be required to demonstrate sensitivity, respect and support to women and children in crisis situations.
6. Will be required to assist in emergency situations, beyond the standard tour of duty, afterhours and weekends.
7. Will be required to demonstrate conflict resolution skills and techniques.

NOTICE:

SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TEST WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. Position is located in Fort Yates, North Dakota.

APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.