

UNIT MANAGER

Part-time, up to 29 hours/week

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- Copy of current, valid Drivers License
- CADC1 credentialing, if applicable
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
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Distribution Date: March 10, 2010

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION: **Unit Manager**
Part-Time, up to 29 hours/week

LOCATION: New Day Treatment Center
L'Anse, Michigan

SUPERVISORY CONTROL: House Manager

SALARY: Grade 3 w/o CAD1 credentialing (starting wage \$8.91/hour)
Grade 4 w/ CAD1 credentialing (starting wage \$10.43/hour)

QUALIFICATIONS: Must have High School Diploma or GED. If recovering from substance abuse, twelve (12) months of sobriety required. The ability to relate to American Indians and non-Indians alike is essential as well as basic knowledge of the 12-Step program. Must have the ability to lead and supervise clients. Must possess a valid Michigan drivers license. Must be able to document legibly. Maintains strict confidentiality. Must have the ability to answer telephones and accurately relay messages. Must be 18 years of age. Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing, and a pre-employment physical.

INDIAN PREFERENCE: Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Be on the treatment shift scheduled by the supervisor.

Will be on rotation schedule. Shifts are:

8:00 am to 4:00 pm
1:00 pm to 9:00 pm
4:00 pm to 12:00 midnight
12:00 midnight to 8:00 am

Primary responsibility is the supervision of general treatment activities and routine functions on the treatment unit such as overseeing clients' medication; general supervision of clients, keeping in mind at all time their health, safety, and welfare; possible transportation of clients; grocery shopping; cooking; perform light housekeeping duties as directed by the supervisor.

Weekend positions may require group training and group facilitation.

Doing building checks at designated intervals.

Become knowledgeable of emergency procedures.

Enforce New Day House Rules, Policies and clients rights.

Be knowledgeable of New Day House Rules and Policies and recipient rights.

Follow the policies of the KBTCAP.

Familiarity with the intake procedure is necessary.

Additional duties as assigned by the supervisor.

Be aware of the rules on confidentiality, and be willing to sign and abide by the new Day Staff Code of Ethics.

Note: *You will be working in an alcohol and drug free establishment that implements a stable and chemically free environment for the clients of the New Day program. At times, you will be required to work with highly sensitive and confidential situations which may involve but are not limited to client crisis, front desk reception, police, social services, and doctors. Chemical use and/or abuse by an employee is unethical behavior and is not tolerated and can result in immediate termination.*

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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