

UNIT MANAGER (OVW)

Two (2) part-time, non-exempt positions, 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 valid, unrestricted Michigan Drivers license
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services (DHS)
- 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: December 5, 2011

Closing Date: OPEN CONTINUOUS

POSITION ANNOUNCEMENT

POSITION: **UNIT MANAGER (OVW)**
Two (2) part-time, up to 29 hours/week, non-exempt

LOCATION: OWW Transitional Home
755 Michigan Avenue
Baraga, Michigan

SUPERVISORY CONTROL: Transitional House Director

SALARY: Grade 3 without credentialing (minimum starting wage = \$8.91/hour)
Grade 4 with OVW Basic Training credentialing (minimum starting wage = \$10.43/hour)

QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must possess leadership qualities and supervision qualities.
- Must possess a valid, unrestricted Michigan drivers license, have a good driving record, and be eligible to operate fleet vehicles.
- Must be willing to attend training.
- Must be able to document legibly.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence	Sexual assault
Molestation	Exploitation
Contact with or prostitution	Crimes against persons
Offenses committed against children	Child abuse or neglect
- Employment contingent upon the satisfactory result of a security background check, pre-employment physical and pre-employment drug testing.

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

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

