

# KEWEENAW BAY INDIAN COMMUNITY

## 2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## ON-CALL UNIT MANAGER (OVW) On-Call, Non-exempt positions

**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
- Copy of High School Diploma, GED, or High School Certificate of Completion
- Copy of valid, unrestricted Michigan driver's license
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services (DHHS)
- 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
- If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** October 1, 2018

**Closing Date:** Open Continuous

# KEWEENAW BAY INDIAN COMMUNITY

---

## 2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## POSITION ANNOUNCEMENT

### **POSITION:**

#### **ON-CALL UNIT MANAGER (Transitional Home)**

On-Call, Non-exempt positions

### **LOCATION:**

Transitional Home Programs & Services  
Baraga, Michigan

### **SUPERVISORY CONTROL:**

Transitional House Director

### **SALARY:**

Grade 3 without credentialing (minimum starting wage = \$10.00/hour)

Grade 4 with OVW Basic Training credentialing (minimum starting wage = \$11.47/hour)

### **QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must possess leadership qualities and supervision qualities.
- Must possess a valid, unrestricted Michigan driver's license, a good driving record, and be insurable to operate fleet vehicles.
- Must be willing to attend training.
- Must be able to document legibly.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- 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 who do not have bad conduct or dishonorable discharges (need DD214).

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

## **DUTIES AND RESPONSIBILITIES:**

1. Supervises the activities and routine functions at the Transitional House, such as: overseeing clients' medication; general supervision of clients, keeping in mind at all times their health, safety, and welfare; possible transportation of clients; grocery shopping; cooking; and performing light housekeeping duties as directed by the supervisor.
2. Provides crisis intervention to individuals and groups relative to personal and social problems, and educational and vocational objectives.
3. Participates in client reviews.
4. Assigns rooms, assists in planning recreational activities, and supervises work and study programs of clients.
5. Ascertains need for, and secures services of, a physician.
6. Answers the telephone.
7. Must be willing to work the shift scheduled by the supervisor. Shifts are on a rotation schedule.
8. Must be willing to work weekends and holidays.
9. Conducts building checks at designated intervals.
10. Monitors security cameras.
11. Must be knowledgeable of Emergency Procedures.
12. Must be knowledgeable of the Transitional House Rules and Policies as well as recipient rights.
13. Must follow the policies of the Office of Violence against Women (OVW).
14. Must be aware of the rules of Confidentiality and be willing to sign and abide by the laws protecting Confidentiality.
15. Performs additional duties as assigned by the supervisor.

*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.*

**Distribution Date:** October 1, 2018

**Closing Date:** Open Continuous

Approved 2.18.2016 Council Wage adjustment 10.25.2018
--



Name: \_\_\_\_\_

POSITION: **Unit Manager (OVW)**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).*

---

---

Must possess leadership qualities and supervision qualities.

---

---

Must possess a valid, unrestricted Michigan driver's license, a good driving record, and be insurable to operate fleet vehicles.

---

---

Must be willing to attend training.

---

---

Must be able to document legibly.

---

---