

KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

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Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
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DOREEN G. BLAKER
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EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOT, JR.
RODNEY LOONSFOT

UNIT MANAGER NEW DAY TREATMENT CENTER

Part-time, non-exempt position

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 current, valid Michigan driver's license
(see qualifications for driving privileges during employment)
- ☐ CAD1 credentialing, if applicable
- ☐ Copy of High School Diploma or GED
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (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.

Be knowledgeable of emergency procedures.

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.

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 21, 2022

Closing Date: Open Continuous

TERO Approved: <u>Deborah P. Puccio</u> Reviewed for barriers only! Date: <u>10</u> / <u>21</u> / <u>2022</u>
