

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

UNIT MANAGER NEW DAY TREATMENT CENTER Full-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 High School Diploma, GED, or Certificate of Completion
- ☐ Copy of current, valid Michigan driver's license
- ☐ CADC1 credentialing, if applicable
- ☐ 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, 4176 or 4175
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"

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POSITION ANNOUNCEMENT

POSITION:

UNIT MANAGER

Full-Time, Non-exempt, position

LOCATION:

New Day Treatment Center
L'Anse, Michigan

SUPERVISORY CONTROL:

House Manager

SALARY:

Grade 3 without CADC 1 credentialing (minimum starting wage = \$15.00/hour)

Grade 4 with CADC 1 credentialing (minimum starting wage = \$16.47/hour)

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 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).
- If recovering from substance abuse, a minimum of twelve (12) months of sobriety is required.
- Basic computer experience is required.
- Demonstrated ability to work effectively and respectfully with individuals from diverse cultural, socioeconomic, and lived-experience backgrounds.
- Must have basic knowledge of the Twelve (12) Step program.
- Must be able to confront behaviors, use discretion, maintain confidentiality, and make good decisions.
- Must have the ability to lead and supervise clients while maintaining appropriate boundaries.
- Must possess a valid, unrestricted Michigan driver's license, vehicle insurance, good driving record, and be able to be insured to operate fleet vehicles.
- Must be able to accurately and timely complete required documentation and reports.
- Willing to attend training and have dependable transportation.
- Must be willing to work rotating shifts.
- Experience performing basic facility maintenance and minor repairs is preferred but not required.
- Employment contingent upon the satisfactory result of a security background check, pre-employment physical and pre-employment drug testing (we test for THC for this position).

INDIAN PREFERENCE:

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

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VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

Placement/availability for/on the rotating 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

Provide oversight and supervision of clients during treatment activities sand routine KBICSAP operations, including medication monitoring in accordance with KBICSAP policy and procedures.

Complete admission documentation accurately, thoroughly, and promptly.

Coordinate client appointments in the absence of the House Manager as instructed.

Provide direct supervision of clients while maintaining accurate, objective, and timely documentation of observations, with continual attention to client health, safety, and well-being.

Provide transportation for clients to appointments, meetings, and activities using KBICSAP fleet vehicles. Maintain accurate vehicle logs, ensure vehicles remain fueled with at least one-half tank of gas, promptly report maintenance or safety concerns to the House Manager, and submit all fuel and vehicle-related receipts to the House Manager in a timely manner.

Be willing to be trained to facilitate weekly group sessions for clients.

Maintain knowledge of and consistently implement New Day Treatment Center policies, procedures, client rights, and program expectations.

Follow all policies of the Keweenaw Bay Indian Community Substance Abuse Program (KBICSAP) as well as the Keweenaw Bay Indian Community (KBIC).

Assist in maintaining a safe, clean, and therapeutic environment by performing routine housekeeping, light maintenance, environmental rounds, and reporting facility or safety concerns in accordance with KBICSAP policy.

Attend all required meetings, trainings, certifications, and professional development activities, including travel when necessary.

Be knowledgeable of and comply with the Federal Confidentiality Regulations (42 CFR Part 2), the Health Insurance Portability and Accountability Act (HIPAA), the KBICSAP Code of Ethics, and all applicable confidentiality, privacy, ethical, and professional standards, policies, and procedures.

All other duties as assigned by 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 beheld to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: July 8, 2026

Closing Date: July 22, 2026 @ 4:00 p.m.

TERO Approval: Debra Picciano
Reviewed for barriers only!

Date: 7.8.2026