



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Weekend/Evening Support - PRN (pool of applicants)

LOCATION: Mishomis Wellness Recovery Center (MWRC)

SALARY: \$15.00/hour, no benefits

SUPERVISOR(S): MWRC Manager

THIS IS A PRN (AS NEEDED), NON-EXEMPT POSITION. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY. THERE WILL BE NO INTERVIEWS.

JOB SUMMARY: This weekend and evening support position will provide supportive services and case management to men with substance abuse issues

DUTIES AND RESPONSIBILITIES:

1. Maintain daily schedule of activities for house residents
2. Coordinate and participate in house meetings and meals
3. Be available to clients seeking guidance or support, as well as responding appropriately to identify needs.
4. Respond to emergencies and effectively manage crisis. Record pertinent data of incident and report to immediate supervisor.
5. Assist with tasks associated with clients arriving and leaving MWRC
6. Role model behavior that is consistent with and supportive to people in recovery from substance use disorder. Such behavior will include upholding ethical standards of the program and reliable attendance.
7. Maintain confidential client records. Perform other routine support tasks, including filing, photocopying, and answering telephones.
8. Shift-specific Tasks: Overnight shift – awake overnight, secure building, set alarms, evening tasks check list. Day and Evening shifts – assist with wrap around services, daily task checklist.
9. Always assure healthy boundaries and ethics with clients.
10. Work with a service team to locate barriers to client success in recovery, employment, such

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as inaccessible work sites, inflexible schedules, and transportation problems, and work with clients to develop strategies for overcoming these barriers.

11. Collaborate with the mental health professionals, AODA counselors, service facilitators in a professional manner.
12. Present a professional, caring image for the Center and its programs.
13. Maintain a cooperative relationship with other staff and co-
14. workers
15. Demonstrate tact, courtesy, and respect in communication and interaction with
16. Center community members, visitors, and staff and with outside agencies and programs
17. Promote a working environment noted for effective cooperation and
18. collaboration between programs, services, and co-workers
19. Perform other job-related duties such as attending meetings, workshops as directed by immediate supervisor.
20. Assist the Program manager as needed in his/her assignments.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Sound judgment and the capacity to respond to unusual circumstances and emergencies.
2. Have the ability to work under stressful conditions.
3. Ability to deal constructively with emergencies and conflicts.
4. Good interpersonal skills and the ability to get along with diverse populations (clients, co-workers, professional staff, administration, and the public)
5. Excellent communication skills, written and oral
6. Ability to operate standard office machines
7. Knowledge of and sensitivity for Ojibwa culture and traditions

QUALIFICATIONS:

1. High School Diploma or GED required
2. Two years' experience working within AODA field preferred
3. Peer Specialist or Recovery Coach Certification preferred
4. 2 years computer knowledge, preferred
5. Native American preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: All Tribal Buildings are smoke free.

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TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: January 24, 2023

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing

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obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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