

KEWEENAW BAY INDIAN COMMUNITY

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

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

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)
- ☐ CADC1 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"

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POSITION ANNOUNCEMENT

POSITION:

UNIT MANAGER

Part-time, non-exempt

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 a 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, twelve (12) months of sobriety are required.
- The ability to relate to American Indians and non-Indians alike is essential as well as basic knowledge of the 12-Step program.
- Must have the ability to lead and supervise clients.
- Must be at least 18 years of age to work in this position but will not be permitted to drive during work hours. Must be 21 years of age and possess a valid unrestricted Michigan driver's license, and good driving record, and be able to be insured to operate fleet vehicles. Must sign KBIC Driving Record.
- Must be able to document legibly.
- 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.

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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:

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 Puerling</u> Reviewed for barriers only! Date: <u>10</u> / <u>21</u> / <u>2022</u>
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DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be at least 21 years of age.

Name: _____
Last First Middle

☐ I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

☐ Driver's license number: _____

☐ Date of Birth: ____/____/____

Signature _____

Or

☐ I do not have a valid license as of Date: ____/____/____

☐ Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

☐ Copy of license

☐ Copy of personal vehicle insurance coverage