

KEWEENAW BAY INDIAN COMMUNITY

2023 TRIBAL COUNCIL

DOREEN G. BLAKER, President
TONI J. MINTON, Vice President
ELIZABETH "LIZ" JULIO, Secretary
ROBERT "R.D." CURTIS, JR., Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

EDWARD M. EDWARDS
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
RANDALL R. HAATAJA
KIM KLOPSTEIN
SUSAN J. LAFERNIER
RODNEY LOONSFOT

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 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

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).
- Must be at least 21 years of age, possess a valid Michigan driver's license, have a good driving record, be insurable to operate KBIC fleet vehicles and personal vehicle during business hours. Must sign KBIC Driving Record Check from. This is a requirement of our Insurance carrier.
- If recovering from substance abuse, twelve (12) months of sobriety required.
- The ability to relate to Native Americans and non-Indians alike is essential as well as basic knowledge of the 12-Step program.
- Must be able to confront behaviors, use discretion, and make good decisions.
- Must have the ability to lead and supervise clients.
- 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 document accurately and legibly.
- Willing to attend training and have dependable transportation.
- Must be willing to work rotating shifts.
- 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

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DUTIES AND RESPONSIBILITIES:

1. 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
2. To oversee/supervision of client's in general treatment activities and routine functions on the treatment unit such as monitoring client's medication.
3. To complete admission paperwork in an accurate and orderly manner.
4. Scheduling appointments in the absence of the House Manager.
5. To perform general supervision of client's taking accurate notes/observations. Always keeping in mind their health, safety, and welfare.
6. To provide transportation to appointments, and activities operating the fleet vehicles. Documenting vehicle use in the Van logs.
7. To maintain at least ½ tank of Gas in fleet vehicles at all times.
8. To turn in ALL receipts to the House Manager.
9. To attend all Unit Manager Meetings.
10. Be willing to be trained to provide weekly group facilitation to clients.
11. Completing building checks at designated intervals.
12. To learn/implement and be knowledgeable of New Day House Rules and Policies and Recipient Rights.
13. Follow all policies of the Keweenaw Bay Indian Community Substance Abuse Program (KBICSAP) as well as the Keweenaw Bay Indian Community (KBIC).
14. Additional duties as assigned by supervisor.
15. To perform light housekeeping duties and be able to lift up to 50 lbs.
16. To attend/travel to available/necessary training.
17. Be knowledgeable of, and abide by the Federal Rules of Confidentiality (42CFR part 2) and KBICSAP Paraprofessional Code of Ethics, and HIPPA.

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: August 24, 2023

Closing Date: September 8, 2023 @ 4:00 p.m. or until filled

TERO Approval: Debra L. Picano Date: 8/24/2023
Reviewed for barriers only!

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