JOB DESCRIPTION

POSITION: Homeless Services Coordinator

LOCATION: Red Cliff Housing Authority

WAGE: $16-$18.00 per hour

SUPERVISOR: Housing Personnel TBD
Behavioral Health Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY:
Responsible for coordination of services provided at various homeless/warming shelter locations.

DUTIES AND RESPONSIBILITIES:
1. Receive and coordinate referrals for clients experiencing housing instability or homelessness.
2. Facilitate initial screening to obtain information in determining clients’ needs.
3. Initiate referrals as appropriate to the Tribal wrap around care program.
4. Participate as a team member in wrap around care team meetings as requested.
5. Provide and monitor temporary housing placements as necessary.
6. Assist residents with accessing program resources to transition to permanent housing.
7. Prepare and maintain records and case files, including documentation such as clients' personal and services provided, narratives of client contacts, and relevant correspondence.
8. Provide outreach in the community to address trends, community needs and to maintain up to date information regarding openings or placement opportunities at community resources.
9. Serve as point of contact between the Wrap Around Care program, community resources, partners, and general public.
10. Direct, coordinate, and oversee daily operations of Red Cliff homeless shelter services.
11. Facilitate recruitment, training, and scheduling of shelter volunteers.
12. Maintain the confidentiality of all client-specific information and data in accord with federal and state guidelines and requirements.
13. Assure healthy boundaries and ethics with clients at all times.
14. 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. Ability to deal constructively with emergencies and conflict.

QUALIFICATIONS:
1. Education: High school diploma, GED, or HSED.
2. Experience working in human services field, preferred.
3. This position must possess and maintain a current, valid driver’s license, vehicle, and appropriate vehicle coverage as a condition of employment. Be eligible to be put on the Tribe’s vehicle insurance policy.

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.

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.

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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:  July 6, 2022
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 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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