HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE:	**Shelter Advocate**
DEPARTMENT:	**Human Services**
CLASS:	**Full-Time/Permanent**
SALARY:	**D.O.Q**
OPENING DATE:	**January 21, 2016**
CLOSING DATE:	**January 29, 2016**

JOB SUMMARY:

Will supervise the shelter residents during the day/night, making sure the residents are safe. Will make routine checks to account for the resident/children, documenting all activity. Will enforce the rules established for the shelter. Will supervise during dinner and breakfast and assist as needed.

ESSENTIAL FUNCTIONS:

- To ensure the safety of the residents throughout the night at the facility.
- To supervise the residents during dinner and breakfast at the facility.
- Will document all incidents in resident file(s) at the facility.
- Will write shift reports and brief the staff coming on for duty at the facility.
- Will assign shelter residents chores and will participate in this process too throughout their stat at the facility.
- Will assign shelter residents a day to do their laundry while at the facility.
- Ability to advocate on crisis situations.
- Regular attendance is essential.
- Responsible for supervision and supporting to the shelter residents and families by enforcing the rules and to ensure the facility and residents are properly cared for throughout their stay at the facility.

MINIMUM QUALIFICATION

- Must possess a High School Diploma or GED.
- Experience and or education in Social Services preferred and must have at least three to five years working with families.
- Previous experience working with an Indian Community.
- Excellent communication skills, both verbal and writing.
- A genuine desire to work with women and children in transition.
- Must pass local, state, and national background check.
- Ability to deal effectively with domestic violence, dating violence, stalking and sexual assault victims.

- Must maintain or obtain a driver's license within 3 months of the hire date.
- Must submit to and pass a pre-employment and random drug/alcohol screening,

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by **5:00 PM** on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities