



**HUALAPAI NATION
JOB ANNOUNCEMENT
(3 DAYS IN-HOUSE)**

JOB TITLE: Shelter Supervisor
DEPARTMENT: Hualapai Human Services
CLASS: Full Time
SALARY: TBA
OPENING: February 4, 2016
CLOSES: February 8, 2016

POSITION SUMMARY:

Under the supervisor of the Domestic Violent Coordinator the shelter supervisor will ensure shelter staff will conduct the admission process is done correctly and provides support for the staff.

ESSENTIAL FUNCTIONS:

1. Will develop work schedule for staff.
2. Will prepare time sheets and track comp time.
3. Order food and supplies for Shelter.
4. Will prepare menu for Shelter.
5. Will have inventory of Shelter supplies.
6. Will develop daily log forms for Shelter staff.
7. Will assist the Domestic Violence Program in the delivery of workshops/training for the community.
8. Oversee the Food Distribution for the community twice a month and is responsible for the reports.
9. Regular attendance is essential.
10. Victim Advocacy
11. **Other Duties As Assigned.**

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School Diploma or General Education Diploma (GED).
2. Experience and or education in Social Services preferred and must have at least three to five years working with families.
3. Previous experience working with an Indian Community.
4. Excellent communication skills, both verbal and writing.
5. A genuine desire to work with woman and children in transition.
6. Must pass local, state and national background check.
7. Ability to deal effectively with domestic violence, dating violence, stalking and sexual assault victims.
8. Must have a valid Driver's License, however, willing to work with the individual to get this within 3 months.
9. Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 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.**

REFERENCE:

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