

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWO Warming Shelter Seasonal Shift Worker

Reports to: Office/Program Manager

Summary:

Provide a safe and clean environment for all residents coming through the doors. Will be available to assist all residents with everyday needs.

Duties and Responsibilities:

1. Assist with completing the intake process.
2. Answer phone calls and take messages when needed.
3. Ensure daily logs are kept and maintained; including log of residents daily.
4. Fill out proper reports in a timely manner.
5. Follow all policies and procedures.

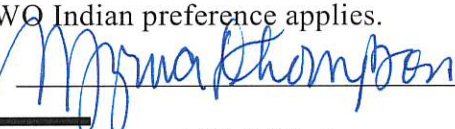
Qualifications and Requirements:

1. Must have strong decision-making skills.
2. Must be able to work with limited to no supervision.
3. Strong customer service skills.
4. Must sign a confidentiality agreement.
5. Proficient computer skills in Microsoft Word, Excel, Outlook, Publisher and Power Point.
6. Must pass employment drug test and remain drug free.
7. Must successfully complete a 90-day probationary period.
8. Must be able to pass a background check.


Education and Experience:

1. High School Diploma or GED.
2. Experience in working with diverse groups of people.
3. SWO Indian preference applies.

Approved: _____



Date: _____



SWO Warming Seasonal Shift Worker

Page 1 of 1