

Sisseton-Wahpeton Oyate

Job Description

Job Title: Maintenance

Reports to: Program Manager

GENERAL RESPONSIBILITIES:

1. Abide and adhere to the Sisseton Wahpeton Oyate and Dakota Pride Center Policies and Procedures.
2. Be alert to clients, health, welfare and safety and make proper referrals/contacts when necessary.
3. Enforce the Dakota Pride Center's client rules and responsibilities and document through write ups any rule infractions and report incidents to the Clinical Supervisor and assigned Counselor.
4. Plan, coordinate and implement preventive maintenance, safety, repair and replacement for all structures and systems of both the Main Building and the Outreach Building to meet Federal, State and Tribal standards.
5. Perform inspections on the Main Building and the Outreach Building on a monthly basis.
6. Perform all minor and routine painting, plumbing, carpentry and other maintenance building repairs that arise.
7. Attend and participate in all staff meetings, in-service trainings and workshops sponsored by Dakota Pride Center.
8. Lawn care (mowing, trim shrubbery, lawn edging and other lawn detail needed).
9. Ensure that all walkways are free from snow and ice at all times for the Main Building and the Outreach Building.
10. Must be able to come in outside of the normal working hours as needed when a maintenance emergency arises.
11. Perform janitorial duties; stripping, buffing and waxing the floors and shampoo carpets, as needed.
12. Must be able to maintain client confidentiality i.e. personal information, names, clinical data, etc. in accordance with the federal confidentiality regulations (42 CFR Part 2).
13. Gather materials necessary for the inipi ceremonies i.e. wood, rocks, tarp, etc.
14. Perform other duties as assigned by the Program Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate or equivalent.
2. At least three years of related experience/training in maintenance/repair.
3. Adequate understanding about addictions.
4. Verify and maintain sobriety during length of employment.
5. Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).
6. Need to possess and maintain a home telephone number within 30 days of employment.
7. Communicate verbally and in writing in a timely manner.

Approved _____

Date 7/7/23