

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWO Warming Shelter Office/Program Manager

Reports to: Tribal Secretary

Summary:

Provide a safe and clean environment for all residents coming through the doors. Will supervise and manage all staff, 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. Establish and maintain on-going communication with Tribal Secretary's Office.
6. Other duties assigned by the Tribal Secretary.
7. Paperwork submitted on time for weekly payroll at Tribal Office.
8. Paperwork submitted to pay monthly bills at Tribal Office.
9. Manage staff schedule for shifts and staff schedule have coverage for 24 hour/shifts.
10. Accept donations by organizations and inventory/manage distribution of donations (i.e. food, clothing, etc.).

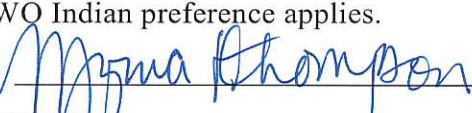
Qualifications and Requirements:

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 Office/Program Manager