

Sisseton-Wahpeton Oyate

Job Description

Job Title: Program Manager, Wacinyan Tipi & Warming House

Reports to: Tribal Secretary

Summary:

The Program Manager provides leadership and oversight of the Wacinyan Tipi and coordinates the seasonal Warming House operations during the winter months. Reporting directly to the Tribal Secretary, this position is responsible for ensuring the delivery of safe, culturally responsive, and effective services to individuals and families experiencing homelessness.

Wacinyan Tipi Duties and Responsibilities:

1. Direct and oversee all operations of the Wacinyan Tipi
2. Develop and implement policies, procedures, and program standards
3. Ensure effective management of client services, including intake and discharge procedures
4. Manage the shelter's finances by monitoring expenditures, including budgets and billing
5. Ensure that the shelter meets tribal, and other applicable regulations covering health, safety and capacity requirements
6. Interview, hire, and manage staff. Oversees volunteers
7. Maintain accurate records, documentation, and program data
8. Develop skills-training, vocational, and recreational programs for residents
9. Provide regular updates and strategic recommendation to the Tribal Secretary
10. Prepare and submit a comprehensive monthly report to the Tribal Secretary, including program activity, outcomes, challenges and recommendations
11. Other duties as assigned by the Tribal Secretary

Warming House (Seasonal) Duties and Responsibilities

1. Develop and present an annual Warming House operation plan to the Tribal Secretary
2. Coordinate facility readiness, supplies, and interdepartmental support
3. Provide oversight of daily operations of the Warming House
4. Develop staffing schedule ensure adequate coverage
5. Recruit, hire, train, and supervise seasonal employees
6. Provide direct supervision, performance oversight, and coaching of Warming House staff
7. Address employee concerns and enforce SWO Personnel Policies

8. Review, verify, and submit employee timesheets to payroll in accordance with Tribal policy
9. Oversee and process payment of Warming House-related expenses and invoices
10. Monitor seasonal budget expenditures and maintain fiscal accountability
11. Provide leadership and support during high-demand periods
12. Implement safety protocols and emergency response procedures
13. Address crisis situations and ensure appropriate response
14. Ensure available food, blankets, hygiene supplies, and basic necessities
15. Maintain facility cleanliness, safety, and operational standards
16. Submit monthly report to the Tribal Secretary, including Warming House data and outcomes
17. Evaluate program effectiveness and provide recommendations
18. Inventory supplies and prepare for the future seasonal operation
19. Other duties as assigned by the Tribal Secretary

Qualifications and Requirements:

1. Strong communication skills
2. Strong decision-making skills
3. Strong supervisory skills
4. Proficient computer skills in Microsoft Word, Excel, Outlook, Publisher, and Power Point
5. Valid driver's license
6. Must be able to obtain a Tribal Driver's License
7. Must pass employment drug test and remain alcohol and drug free
8. Must successfully complete a 90-day probationary period
9. Must successfully pass a criminal background check in accordance with Public Law 101-630 (Indian Child Protection and Family Violence Prevention Act)

Education and Experience:

1. Associate's Degree (AA) in Human Services, Social Work, Public Administration, or related field required, Bachelor's Degree preferred
2. 5-7 years of experience working in housing, homelessness, or social services.
3. Previous supervisory experience required
4. 4 years of experience working with diverse group of people, including individuals experiencing homelessness
5. SWO Indian preference applies

Approved _____



Date _____

4/16/26