

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Resident Supervisor (Evening Shift)

**Reports to:** Program Manager

**Summary:**

Provide supervision to residents at the Halfway House to abide adherence to Dakota Pride Center's policies and procedures. The Resident Supervisor provides a critical role in maintaining a safe and secure environment for individuals recovering from addiction. Resident Supervisor will be supervised by the Program Manager/Clinical Supervisor and work closely with the outpatient counselors and shall be subject to the Sisseton Wahpeton Oyate policies and procedures.

**Essential Functions:**

- Maintain accurate records of incidents, observations, and resident interactions
- Maintain daily written reports of resident patterns, including any problems, negative attitudes or behaviors or inappropriate comments which contradict recovery efforts, turn in daily reports to Outpatient Counselor.
- Communicate effectively with outpatient counselors about any issues or concerns
- Monitor the premises, including entrance and exits, to ensure safety and security of residents and staff, conduct regular patrols of the building and grounds and respond accordingly to any security, disturbances, or emergencies
- Be alert to clients, health, welfare and safety and make proper referrals/contacts when necessary
- Provide support and assistance to residents as needed, while maintaining professional boundaries.
- Be prepared to respond to medical emergencies, fires, or other crises, and know the procedures for emergency situations.
- Perform other duties such as light maintenance and housekeeping chores
- Transport halfway house clients to outside activities, such as A.A. meetings, sobriety activities, cultural activities and any emergency situations that may arise.
- Attend and participate in all staff meetings, in-service trainings and workshops sponsored by Dakota Pride Center
- Perform other duties as assigned by the Program Manager and/or outpatient counselors.

**Job Qualifications:**

- A high school diploma or GED is required
- Must possess good communication skills verbal and written
- Ability to maintain confidentiality and handle sensitive situations with discretion

**Job Requirements:**

- Adequate understanding about addictions and various recovery methods, i.e. 12-step and Red Road concepts
- Must complete 90-day probationary period
- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations
- Valid South Dakota driver's license, valid tribal driver's license and appropriate liability insurance.
- Must have a cell phone number within 30 days of employment and maintain it.
- Able to set limits with clients, to prevent enabling their disease process
- 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)

Approved by  Date 7/7/25