



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Shelter Worker (Temporary)</b>	<b>Open Date:</b>	<b>December 12, 2024</b>
<b>Program:</b>	<b>Spirit Lake Homeless Shelter</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Summary:** Assist in Shelter cleaning and set-up. Provides support to shelter residents during the day, evening, overnight, and weekend hours. A general summary of responsibilities includes providing a safe, clean environment, supporting and assisting the residents residing in shelter, and documenting any safety/security concerns or rule violations. Must adhere to the highest level of confidentiality.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Ability to provide resource information or triage questions, for individuals and families we serve and to those who call shelter to apply/ask for information.
- Communicate necessary information to resident clients to keep them informed.
- Support and assist resident clients with their shelter needs as they arise (ex. questions, concerns, hygiene supplies, cleaning supplies, bedding, food and more).
- Maintain safety and security of shelter property, and report concerns to Shelter Coordinator, Security or to the authorities.
- Ensure the privacy and safety of other residents by not confirming identity of other residents, and by not allowing anyone other than residents, staff, case workers or law enforcement on the premises.
- Maintain the cleanliness of shelter through performing daily cleaning and sanitizing, and on as needed basis
- Complete Shelter resident checks and maintain daily/nightly/weekend requires logs
- Complete and maintain Shelter Inventory list and organizational/shelter upkeep duties as assigned.
- Perform basic maintenance as needed (ex. changing light bulbs, plunging toilets) and report any major maintenance issues to Shelter Coordinator.
- Document in shift notes at least once per shift and complete proper documentation; including but not limited to call logs, incident reports, and checks-ins and check-outs.
- May cook and prepare meals while on duty
- Maintain positive, supportive and respectful guest relations.
- Refrain from using slurs or other derogatory terms and gossiping.

**Qualifications:**

- High School Diploma or equivalent.
- Strong organizational and communication skills.
- Ability to establish and maintain professional boundaries while working with residents.
- Ability to thrive in a flexible, fast-paced, and growth-oriented environment while maintaining a positive solution-oriented and client-centered approach.
- Experience in crisis intervention and problem solving with the ability to diffusing situations without heightening the conflict.
- Understanding or willingness to train in areas such as First Aid/CPR, Drug and Alcohol Client Testing, trauma-informed care, diversity, equity, and inclusion and other training related to needs of Homeless clients.
- Ability to maintain confidentiality of guests.
- Strong interpersonal skills, ability to be compassionate and firm towards guests.
- Ability to accurately record information for required client and staff documentation while maintaining confidentiality and strong boundaries.
- Ability to lift 40 pounds independently.
- Position requires a flexible schedule, as shifts rotate.
- Ability to walk, climb or descend stairs, kneel, bend and twist.
- Ability to pass a criminal background check and Drug Testing.

<b>Job Location:</b>	SLT Homeless Shelter	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Job Role:</b>	Shelter Worker	<b>Supervision:</b>	Shelter Residential Coordinator
<b>Employment Status:</b>	Temporary/Seasonal (Fall/Winter)	<b>Manages Others</b>	No
<b>Grade:</b>	8		
<b>Number of Vacancies:</b>	3		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:mardellm@spiritlakenation.com">mardellm@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335

<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		