



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Emergency Housing Manager</i>
Location:	<i>Brighter Days – Waaseyagiizhig</i>
Hours:	<i>Full-time, 40 hours per week; 12PM – 8PM</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>VOCA Director</i>

Job Summary:

The Emergency Housing Managers primary responsibilities will be to provide advocacy and support to victims of abuse and their families. The Emergency Housing manager assists with the day-to-day operations of the Brighter Days programming. Responsibilities include coordinating and implementing child advocacy activities. These duties include developing and implementing trauma-informed children’s programming, services, and advocacy for children and families at Brighter Days.

Duties and Responsibilities:

- Provide advocacy, support, and coordination of services to children, youth and families who have experienced Intimate Partner Violence, based in developmentally appropriate and trauma-informed practice.
- Coordinate children’s services with other community agencies providing services to children and their families.
- Responsible for supervision of residential shelter staff as needed.
- Coordinate advocacy needs, information and referral services for Brighter Days clients.
- Facilitate activities/groups for the children of the Brighter Days clients.
- Provide ongoing advocacy based counseling and safety planning.
- Provide on-call duties such as transportation, crisis intervention and advocacy as needed.
- Be willing to participate in appropriate training, staff development for job enhancement and skill development.
- Support incorporation and use of Native American Culture and traditional activities within the program whenever appropriate.
- Attend weekly wrap-around staff meetings.
- As available, provides coverage for the 24-hour crisis line and staff.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Completes all duties as assigned.

Qualifications (*Education, Experience, Knowledge, Skills, Abilities*):

- High School diploma or equivalent required.
- Associate’s degree in social work, psychology, human services, or a related field preferred.
- Direct experience working with victims of crime is desired.
- Extensive computer knowledge and ability to become proficient with all programs used in department.
- Excellent verbal and written communication skills.
- Ability to work collaboratively with diverse populations and community partners.
- Strong organizational and problem-solving abilities.
- Willing to attend and travel for training.
- Must have a valid driver’s license.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community
Human Resources Department
 3051 Sand Lake Road
 Crandon WI 54520
 (715) 478-7663
 Email: hr@scc-nsn.gov

Posting Date: September 3, 2024

Closing Date: Until Filled