



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:**           **OCTOBER 1, 2018**

**CLOSES:**           **WHEN FILLED**

**JOB TITLE:**   **SHELTER HOUSE ATTENDANT**

**DEPARTMENT:** **COMMUNITY DV  
ADVOCACY PROGRAM**

**REPORTS TO:** **SHELTER HOUSE MANAGER OR DIRECTOR**

**HOURS:** **40 HRS/WK – FULL TIME**

### WEEKENDS, HOLIDAYS, GRAVEYARD AND SWING SHIFTS

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#### **POSITION SUMMARY:**

The House Sister will provide security, care giving, emotional support, transportation, craft making, some cooking and light housekeeping for residents at the Domestic Violence Shelter.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work evenings, weekends and holidays.
2. Interact with and serve residents of the Domestic Violence Shelter in a professional, patient and compassionate manner.
3. Maintain strict confidentiality at all times regarding shelter residents and activities.
4. Maintain professional standard and comply with Domestic Violence Shelter Protocols, Policies and Procedures.
5. Make security checks according to the Domestic Violence Shelter Protocols.
6. Performs daily House Sister “checklist” tasks, signs and files in Checklist Binder.
7. Completes Client Services forms on all contacts with clients and enters information into the database.
8. Answers “Hotline” calls, provides crisis intervention, information, and referrals.
9. Provides first point of contact with new clients. Performs Shelter screening of clients, handles intake upon arrival and provides client with Shelter House orientation.
10. Call 911 and Shelter Manager to report if resident is injured or becomes seriously ill.
11. Reports to the Shelter Manager any problems or potential problems related to shelter or shelter services.
12. Respond to requests from residents to provide information about accessing resources, services, court systems and other needs.
13. Assist residents to successfully resolve issues between residents and be a good listener for residents to confide in.
14. Meet with residents to assign chores and follow up on the completion of chores.
15. Assist residents with creating crafts.

16. Assists victim in developing a safety plan and address intimidation issues.
17. Assist with light housekeeping and cooking when a resident is unable to do so for herself and her family.
18. Provides some child care when needed.
19. Assist new residents in setting up their room.
20. Assist other staff with groups, talking circles, and House meetings.
21. Attends and actively participates in weekly staff meetings.
22. Maintains compliance of State, Federal and Trust Board grants.
23. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not supervise staff.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

One-year certification from a college or technical school in the Human Services field is preferred; A minimum of a GED or High School Diploma is required and six months of domestic violence training or support group work experience and basic understanding of domestic violence dynamics is required; or equivalent combination of education and experience sufficient to demonstrate the ability to perform each of the essential functions satisfactorily as long as the minimum requirements are met. Knowledge of computer applications in Word processing and spreadsheets is important to be able to perform job functions.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Language Skills**

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, clients, all levels of staff and management. Must have the ability to maintain a high level of confidentiality. Ability to read and comprehend. Ability to respond to common inquiries or complaints from staff and residents. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people.

#### **Mathematical Skills**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply them to practical situations.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Licenses or Certificates**

Must pass a criminal background check; must not have any felony convictions.

Must have and maintain a valid and unrestricted Washington state driver's license and proof of insurance. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a GSA vehicle.

### **Other**

Must be able to emotionally handle working with clients undergoing past or current trauma from domestic violence, sexual assault, sex trafficking and other trauma.

Knowledge and understanding of Domestic Violence dynamics.

Ability to work effectively with diverse individuals, children and groups.

Ability to persuade and problem solve.

Knowledge of post-traumatic stress syndrome and immediate and long terms effects of domestic violence and sexual abuse.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.

- Work is performed in a house setting.
- There are frequent employee and resident contacts during the work period.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov)

*Note: Applications & copies of job announcements available at Rm. # 117  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*