

**JOB DESCRIPTION**

Position	On-Call House Parent/Data Entry
Dept Supervisor	YS Supervisor and/or Social Services Director, or designee
Compensation Range	DOE – Grant Funded
Location	Youth Shelter – Plummer Idaho

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**Summary of Duties and Responsibilities**

The Shelter Workers will be responsible for caring for youth that are placed into the shelter by Tribal Police, Tribal Social Workers, or by Social Services Director. Children will need adult supervision while placed in the shelter. Shelter Workers will be responsible for all the duties and care of the children placed at the shelter. There may be times when there are no children housed at the shelter, during these times the shelter will be closed. Normal shifts will be 3:00 pm to 11:00 pm and 11:00 pm to 7:00 am shifts will vary according to shift coverage at the Youth Shelter.

- Care for youth ages 0-17,
- Receive referrals from law enforcement on a 24/7 basis and respond accordingly.
- Obtain initial paperwork from referring agency and process paperwork appropriately.
- Make arrangements for medical treatment, when necessary for incoming clients.
- Provide transportation for clients to medical or other appointments.
- Maintenance and upkeep of facility.
- Preparation of meals and laundry duties.
- Screen visitations according to policies and Social Workers case plan.
- Chart client activities on a daily basis.
- Maintain program log.
- Plan and monitor recreational activities. Weather permitting attempt to take children outside.
- Maintain absolute confidentiality with respect to Program, Staff and Client information.
- Must be able to enter client data into software program.

**Minimum Qualifications**

- High school diploma or GED or mandatory enrollment in such program with GED obtainable within 6 months of hire, unless an elder.
- Must support the Coeur d’Alene Tribe’s: vision, mission, and core values per CdA Resolution 015(2020)
- Must have received full COVID19 vaccination at time of application – attach vaccination card.
- COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
- Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Encouraging sobriety from alcohol and drugs for the past three years.

- Must have an initial pre-employment physical exam and TB screening/test, and annually thereafter.
- Prior to employment must pass extensive FBI criminal background check:
  - No misdemeanor or felony offenses/convictions against: children, Domestic Violence, or crimes involving dishonesty/deception/theft/fraud.
  - No misdemeanor or felony offenses related to controlled substance of alcohol or drugs within the past ten (10) years.
  - No misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder.
- Must possess a valid state driver's license at the time of application and during employment, and be insurable on the Tribes Auto insurance policy.
- Experience working with youth, preferably in a residential setting.
- Possess cultural knowledge and sensitivity of Native American values.
- Possess CPR certification, First Aid, and Food Handlers Permit or within 6 weeks of hire.
- Knowledge of nutrition and meal preparations according to menus.
- Must have basic computer skills.
- Must possess good communication and crisis intervention skills.
- Must be accountable, reliable, dependable, and trustworthy.
- Must be able to exercise good judgment during emergency situations as they arise, and handle stress
- Other various duties as assigned by YS supervisor or ICW Manager.
- Must be consistent with work responsibilities as demonstrated by work history and references.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

**To apply**, submit a Social Services application, resume, COVID vaccination proof/card to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851. For more information, visit our website at [www.cdatribe-nsn.gov/hr.shtml](http://www.cdatribe-nsn.gov/hr.shtml)

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return signed job description with the application and your resume.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

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Applicant Signature

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Date