

**LOWER BRULE SIOUX TRIBE  
HOMELESS SHELTER ADVOCATE  
JOB ANNOUNCEMENT**

**JOB TITLE:** Female Homeless Shelter Advocate

**JOB CLASS:** Pay: \$14/hr.

**JOB SUMMARY:** Will be responsible and under the direct supervision of the Associate Director /Tribal Manager. Will complete all Homeless shelter task as assigned.

**DUTIES & RESPONSIBILITIES:**

- Advocates will create a safe and welcoming environment for the residents by greeting residents, responding to resident request(s) for assistance or supplies needed (if supplies are available), and ensuring residents are provided support.
- Complete intakes and orientate survivors and their children to the shelter as needed and ensure their initial needs are met.
- To ensure cleanliness and order of the shelter. Hallways and entry must be clutter free.
- Advocate will complete a walk-through of all units ensuring residents properly complete their assigned chores and sign off on resident's chore list.
- Residents are responsible for their own laundry, personal hygiene, medical appointments.
- To maintain overnight shelter safety and security, ensure quiet hours throughout the night.
- Residents must make provisions to obtain food, such EBT, Commodities through LB Food distribution, and other sources that may be available.
- Residents are responsible for financial assistance, or whatever resources are available to them.
- Advocates should assist in providing crisis intervention services, such as counseling, AA, parenting classes, whatever is deemed necessary for the resident and their family.
- We believe teamwork leads to better quality services. Advocates shall consult with each other in handling emergencies and issues related to children and adults living at the shelter, documenting appropriately and timely. Advocates should also inform staff about the night shift activity during their consulting.
- To ensure proper coverage, Advocate will be on time for their scheduled shift and complete their entire shift without leaving the premises.
- Assists with special projects and tasks as assigned by the Associate Director or Tribal Manager.
- Perform other related duties as assigned.

**QUALIFICATIONS & REQUIREMENTS (Knowledge, Skills/Abilities):**

- High school diploma or GED.
- Prefer South Dakota driver license.
- Must pass pre-employment drug test.
- Must pass pre-employment background check.
- Attentive to detail, demonstrated emotional maturity, flexible in management of responsibilities, ability to work independently, and creative problem solving to meet the needs of clients.

- Ability to respect and adapt to differences in perspective, backgrounds, beliefs, and needs; ideal candidate should have the ability to prioritize tasks, above average skills in time management, and adaptability to unplanned situations.

## **OTHER**

- Must pass mandatory drug test prior to employment.
- Some evening and weekend work will be required.

**To Apply:** Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

**THIS POSITION IS ONLY A ONE (1) YEAR-FUNDED POSITION AND WILL POSSIBLY BE FUNDED FURTHER DEPENDING ON AVAILABLE FUNDS.**

### **Submit Tribal Application to:**

Lower Brule Sioux Tribe  
Personnel Department  
187 Oyate Circle  
Lower Brule, SD 57548

**Opening Date: 05/29/2024**

**Closing Date: 06/12/2024**