

# Quartz Valley Indian Reservation

## Job Description

**Position:** QVIR Domestic Violence Program Shelter Assistant 1

**Salary/Hours:** \$18.00/Hour; 40 Hours/Week, 2 p.m.-10 p.m.

**Closing Date:** March 17, 2023

### *Position Summary*

Under general supervision of the Domestic Violence Program Director or Crisis Worker, the Transitional House Assistant maintains the transitional house facility, works with the residents and alerts the Domestic Violence Program Director or Crisis Worker to actual or potential problems with the residents as well as provides clerical support as trained.

### *Duties and Responsibilities*

1. Conduct intakes and screenings of new clients as trained and directed.
2. Ensures the safety and cleanliness of the facility by working with program staff and clients as applicable.
3. Enter data as trained and requested into resident files and the Web based data system.
4. Remind residents of rules and procedures when necessary; enforce rules.
5. Notify the Domestic Violence Program Director or Crisis Worker immediately of any emergency or disruptive situations at the shelter.
6. Assist Shelter Team in maintaining an inventory of food and household supplies for the shelter.
7. Notify the Domestic Violence Program Director or Crisis Worker of any maintenance or repairs needed in the facility.
8. Maintain confidentiality of potential and actual clients, and the location of the facility.
9. Attend agency meetings and trainings as appropriate.
10. Perform other duties as assigned or as program needs changes.

### *Desirable Qualifications*

1. Be familiar with the geography and culture of the Quartz Valley Indian Reservation.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Demonstrates the ability to understand and follow written and oral instructions.
4. Exhibits the ability to manage time well and work under stressful conditions with an even temperament. .

### *Minimum Qualifications*

1. Basic office skills and knowledge of Microsoft Office, including Word application.
2. English, grammar, spelling, punctuation, and a variety of letter and report formats for preparation of correspondence and reports.
3. Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports and instructions,

etc., as well as for obtaining information or conveying messages between the supervisor and other staff members.

4. Ability to complete 40-hour training prior to assignment in the Transitional House.

### *Conditions of Employment*

- All applicants are subject to the Tribe's Drug and Alcohol-free Workplace Policy, including pre-employment screening.
- When necessary, must be able to lift 25 to 50 pounds
- Must have a valid state issued driver's license (CA) and be insurable under the Tribe's insurance policy
- Must pass a background investigation and fingerprint clearance
- Qualified Indian preference applies in accordance with CFR 25, Part 276 and in accordance with Title VII of the civil rights Act, Section 701(b) and 703 (i), preference in filling all vacancies will be given to qualified American Indian candidates. All hiring is subject to QVIR hiring preference.

*This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian Child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.*

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all QVIR policies and procedures—Personnel, Vehicle Usage, Procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date