

St. Stephen's Human Services

Job Description

Title:	Kateri On-Call Advocate
Supervisor's Title:	Senior Advocate
Schedule or Hours:	Varies
Benefits:	NA
Compensation:	DOQ

Position Overview

The On-Call Advocate will work with a twelve person team to empower the residents of Kateri to overcome chemical dependency barriers.

Job Responsibilities

They will primarily be responsible for:

1. Coordinate resident services and daily maintenance of residential environment.
2. Conduct intakes of new residents, assisting residents in understanding contracts, program policies, and rules.
3. Maintain resident's files and staff log.
4. Ensure residents abide by all House Rules.
5. Monitor resident's Medical Sheets and record information in client files.
6. Intervene promptly and appropriately in any situation, which threatens the safety of the residents and their children.
7. Document the number of children visiting on weekends and the progress of each child.
8. Monitor and oversee residents cleaning of their apartment. Monitor and oversee other weekend house jobs.
9. Maintain and clean offices on weekend and do laundry.
10. Monitor and record resident's goals and maintain client files.
11. Make appropriate referrals for specialized services as needed.

Qualifications

1. High school graduate or GED equivalent.

2. At least one year experience working with Native American women.
3. A valid Minnesota driver's license and current auto insurance.
4. Must have high energy and be highly motivated
5. Experience working in a social service setting. Experience working in transitional housing a plus.
6. Knowledge and sensitivity to issues of chemical dependency.
7. Knowledge of Native American community resources and Native American women's issues. Strong communication skills (oral and written), self-starter and team player.
8. Background must be cleared by DHS.