ZHAWENIMIN HARM REDUCTION CENTER JOB VACANCY

JOB TITLE:	RESIDENT ADVOCATE
POSITION TYPE:	FULL-TIME NON EX-EXEMPT –VARIOUS SHIFT SCHEDULES
SALARY RANGE:	$15.00 - $20.00 HOURLY, COMMENSURATE WITH EXPERIENCE
BENEFITS PACKAGE:	MEDICAL, DENTAL, VISION, LIFE INSURANCE, PTO, SHORT TERM DISABILITY, 401K, PAID HOLIDAYS
REPORTS TO:	ADMINISTATION MANAGER
OPEN UNTIL:	UNTIL FILLED

ORGANIZATION

The Zhawenimin Harm Reduction Center (ZHRC) is committed to helping all individuals experiencing homelessness with access to medical, mental health, substance use support, and resources to find permanent supportive housing.

Zhawenimin Harm Reduction Center (ZHRC) is a 57 bed congregate homeless shelter located on the beautiful shores of Lower Red Lake in Northern Minnesota, serving clients in need of chemical, behavioral, and physical health services. ZHRC's mission is to increase well-being through recovery while working to end homelessness. Our vision is communities free from health and economic inequities. We are committed to undoing racism and reducing disparities experienced by the relatives we serve. By providing integrated mental, chemical and cultural health services, housing and housing supports, ZHRC helps individuals overcome personal and systemic barriers to stability, economic advancement, and health.

SUMMARY

Builds therapeutic relationships and provides intensive supervision of individual adults that are residing at Zhawenimin Harm Reduction Center (ZHRC) Resident Advocate will supervise and work with individual adults the ages 18+. The position will require working in an office/shelter setting that is open 24 hours and 365 days a year. This position requires on-site staffing for 3 shifts; day shift, evening shift and overnight shifts. Resident Advocate will provide general shelter oversight to ensure safety of the individual adults that establish and promote shelter programing. The Resident Advocate will cooperate with the Zhawenimin Harm Reduction Center (ZHRC) Housing Case Manager/Supervisor to assist resident in achieving housing stability, recovery from complex trauma, setting and reaching personal goals, and/or independent self-sufficiency.

ESSENTIAL RESPONSIBILITIES & DUTIES ON-SITE

- Provide supervision of residents on-site at Zhawenimin Harm Reduction Center (ZHRC) and/or in the community to ensure the safety and well-being of residents.
- Maintain clear communication with program staff to facilitate consistent, appropriate response to participant behavior and needs.

 Note: Zhawenimin Harm Reduction Center (ZHRC) considers this position a mandated reporter of abuse.

- Assist in household disputes and conflict resolution between residents in order to foster a safe, positive living environment.
- Provide crisis intervention and de-escalation as needed respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Monitor progress toward established goals and action steps outline in the Independent Living Plan to assist participants to move toward stabilization, mental well-being, etc.
- Maintain the daily routine, supervise chores, assist in meal planning and preparation, assist with light cleaning and other household tasks as indicated.
- Ensure compliance with regulations per tribal license, including administration of medications, case note documentation, safety planning, room checks, etc.
- Ensure that program record keeping and reporting systems are accurately maintained; complete progress notes and program –related reporting as required.
- Engage participants in positive peer relations, community building, recreational and leisure time activities and outings; the community partners develop and implement social, educational and recreational activities that are grounded in healthy lifestyle development, Ojibwe culture, and trauma-informed care.
- Utilize program vehicle, to transport residents on outings and appointments as indicated.
- Conduct full intake with participants entering Zhawenimin Harm Reduction Center (ZHRC).
- Assist Housing Case Manager/Supervisor and other team members with updates of needs, concerns, and any recommendations of the residents to ensure holistic, consistent supports and services are in place.
- Be reliable and timely for all scheduled shifts to maintain consistent and dependable services to the participants and to support our Zhawenimin Harm Reduction Center (ZHRC) Team.
- Maintain confidentiality and HIPAA of all client information.
- Perform other duties as may be assigned by Case Manager and/or Program Director.
- Adherence to policies and procedures of Zhawenimin Harm Reduction Center (ZHRC)

OTHER DUTIES & RESPONSIBILITES

- Provide services applying strengths-based, harm reduction centered approaches to participants who are experiencing; crisis, homelessness, addiction, abuse, exploitation, self-harm and any other adversities that affect overall well-being.
- Develop healthy and supportive relationships with participants while maintaining professional boundaries; demonstrate kindly assertiveness in guiding participants on their journey to wellness.
- Participate in weekly team meetings to discuss program participants and provide progress updates; attend Zhawenimin Harm Reduction Center (ZHRC) staff and program meetings, quarterly reviews, cultural teachings and trainings and other trainings as indicated.
- Participate in trainings and professional development sufficient for the provision of best practice services for participants.

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QUALIFICATIONS

EDUCATION: Must have a High School or General Education Diploma (G.E.D) required. AA/AAS degree in human services related field or equivalent combination of education and experience.

WORK EXPERIENCE

- Demonstrated ability to work with high-barrier populations (mental health, chemical dependency, homelessness, domestic violence, sexual exploitation, & abuse.)
- Proficient in Microsoft Office applications.
- Demonstrated knowledge of and ability to work effectively with participants with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQIA2+.
- Effective communications skills that supports creating a strong rapport with participants. Skilled at reading non-verbal cues of others.
- Skilled de-escalation, harm reduction and conflict resolution methods.
- Passionate about the good of our community and safety of our relatives.
- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education &, trafficking.
- Demonstrate the ability to maintain confidentially and ethics.
- Demonstrate the ability to prioritize issues based on immediacy, urgency, and critical nature and handle complex, emergent situations.
- Ability to navigate electronic records independently.

Certificates, Licenses, Registrations

- Ability to pass criminal and background check
- Must be 21 years of age and older
- Valid Minnesota Driver's License and proof of auto insurance
- Adult CPR and Basic First Aid
- Ability to pass drug screening and remain free from substance abuse issues during employment.

Zhawenimin Harm Reduction Center (ZHRC), provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, gender identity and/or expression, age, physical or mental disability, veteran status or other protected classification. Zhawenimin Harm Reduction Center (ZHRC) encourages individuals with diverse backgrounds, lived experience, and/or members of the LGBTQIA2+.community to apply.

TO APPLY

Applications and copies of resumes, diplomas/certificates are being accepted at the:
Red Lake Nation Government Center – Human Resources Department
P.O Box 546
Red Lake MN, 56671
Phone: (218) 679-1847
Fax: (218) 679-4176
Shalana.lussier@redlakenation.org
Zhawenimin Harm Reduction Center
23406 North Street
Reyna Gonzalez-Lussier, Admin. Director
Reynagonzalez-rivera@redlakenation.org
(218) 398-5683

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