

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWO Warming House Shelter Worker

Reports to: Program Manager

Summary:

Provide a safe and clean environment for all residents coming through the doors. Will be available to assist all residents with everyday needs.

Duties and Responsibilities:

1. Assist with completing the intake process.
2. Answer phone calls and take messages when needed.
3. Ensure daily logs are kept and maintained, including log of residents daily.
4. Fill out proper reports in a timely manner.
5. Follow all policies and procedures.

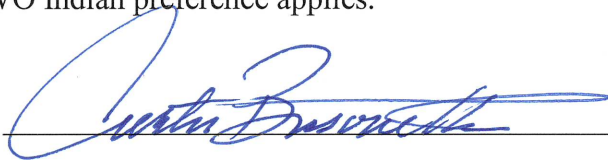
Qualifications and Requirements:

1. Must have strong decision-making skills.
2. Must be able to work with limited to no supervision.
3. Strong customer service skills.
4. Must sign a confidentiality agreement.
5. Must pass employment drug test and remain drug free.
6. Must successfully complete a 90-day probationary period.
7. Must be able to pass a background check.

Education and Experience:

1. High School Diploma or GED preferred but not required. May be working towards obtaining either or.
2. Experience in working with diverse groups of people.
3. SWO Indian preference applies.

Approved



Date

12/14/25

SWO Warming House Shelter Worker