2017-2018 School Year is here!!

Boozhoo and welcome! We are so excited to begin this school year with your child and family. We look forward to a year full of fun times, learning experiences, good nutrition, safe transportation and building strong relationships with families. We are here as partners in every child’s education and strive to ensure that parents feel welcomed and valued in their child’s educational experience. The Red Cliff Early Childhood Center (also known as the “ECC”) is an Early Head Start (EHS) and Head Start (HS) early childhood education school. The ECC also is home to the CCDF child care program. The EHS program has home based and center based programs. Home base has three teachers and 36 children or prenatal women. EHS center based has four classrooms with 8 children each. Head Start has three classrooms with 50 children enrolled. The ECC serves 118 children total ages 0-5 and prenatal women.

The ECC’s mission is to use Traditional Ojibwe values to guide efforts to promote the spiritual, emotional, physical and cognitive wellness of the children, families and community we serve. School readiness goals include building skills in social-emotional development (relationships & feelings), problem solving, literacy and communication, self-help skills, gross and fine motor, and age-appropriate math concepts! Join us in working toward these skills and ask us questions about your child’s development!

Please feel free to visit your child in their classroom or the ECC anytime.

Attendance at school and home visits matters!! Center based school is Monday through Friday from 7:45am-3:00pm. Please pay close attention to the school calendar for closings—we are not in school every Friday of each month. Families in the home based program are expected to have weekly visits with their teachers—this creates a growing relationship and more opportunities to have partnerships with child development strategies. Please work hard to have your child to school every day possible.....this includes making sure your child is healthy, well-rested and ready for school. We look forward to seeing your child every day. Please call us if your child will be absent. Our attendance policies require us to contact a family in the event the family doesn’t, so please don’t be surprised when we are doing our best to contact you and communicate the importance of attendance at school. =)
**School held Monday through Friday from 7:45am - 3:00pm unless otherwise indicated**

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Agongs
Home Based September News

Boozhoo!

We hope that everyone had a splendid summer vacation! We are excited to welcome all of you back into the new school year!

We will start making our *weekly* visits this month and look forward to bringing the curriculum and Ojibwemowin into your home.

Also, we are welcoming Nicci Newago as our temporary Home Base provider!

And as always, we are thankful for each of our families letting us into their homes and being a part of their child’s learning.

Miigwech!

September Ojibwemowin

- Waatebagaa Giizis: Leaves Changing Color Moon
- Gikinoo’amaadiiwigamig: School
- Gekinoo’amaaged: A teacher

Miigwech!

- Haley ext. 236
- Michelle ext. 237
- Amaris ext. 238

“Apane ji-mikwendamang gaa piimiinigooyang Anishinaabe bimaadiziiwin!”
Dear Parents,

We are very excited to start the new school year and look forward to being part of your children’s development and growth. Being part of your children’s lives is an honor.

We also very much enjoyed our visits with you! One of the very nice things about Early Head Start is that we see you frequently and get to converse with you often.

We have been asked to mention that the ECC Family Night and Policy Council Elections will be held on Wednesday, September 27th. If you are interested in serving on our Policy Council, then please contact Cindy Garrity at extension #2551. Also, if you have car seat questions, then contact Jennifer Defoe at extension #2533.

The main school number is: 715-779-5030. The Waabooz classroom extension is: #2524. The Waabooz office extension is: #2526

We look forward to Great Year, and getting to know your children!

Miss Maggie and Mr. Fred
Welcome back!

We are very excited for you all to come back and join us for another fun school year in our new Amik classroom!

For the month of September we will be working on getting the kids transitioned back into the school routine, all about me, and wild rice.

We also plan on doing many different activities this year, some that may involve getting a little messy. So please remember to send extra clothes with your child to school.

Miigwech,
Ms. Tiffannie

779-5030 x 2525
Office: 2526
WAATEBAGAA-GIIZIIS

Welcome back we are so excited to start our new chi-makwaan kiddos, Miigwech for getting home visits done and the paper work.

We will be working on our ojibwe for fall.

Self-esteem and sharing

We are ready to play and make messes Makwa teachers

Kelsey and Teresa
WELCOME TO SCHOOL ESIBAN STUDENTS!!

BOOZHOO STUDENTS AND PARENTS OF THE ESIBAN ROOM. WE ARE LOOKING FORWARD TO HAVING MANY FUN MEMORIES MADE THIS YEAR.

WE ARE GOING TO BE GETTING INTO MANY CRAFTS AND ACTIVITIES THAT WILL ENABLE US TO GET MESSY WHILE LEARNING. WE HOPE THAT YOU REMEMBER TO PACK 2 SETS OF EXTRA CLOTHES. ONE FOR THE MORNING AND ONE FOR THE AFTERNOON, IF NEEDED.

PLEASE REMEMBER IT IS VERY IMPORTANT TO HAVE YOUR CHILDREN HERE AT 7:45 AND PICK UP AT THE TIME SPECIFIED FOR YOUR CHILD DURING TRANSITION TIME.

IF YOU ARE NOT ABLE TO HAVE YOUR CHILD HERE AT 7:45, IT IS YOUR RESPONSIBILITY TO CALL US AT 779-5030 EXTENSION 2541 TO LET US KNOW BY 9:00 A.M. EVERY DAY.

WE WILL START OUT THE YEAR IN SEPTEMBER WITH OUR BEGINNING OF THE YEAR STUDY, WILD RICE, AND ALL ABOUT ME UNITS.

WE CAN’T WAIT TO START LEARNING WITH ALL OF YOU!! MISS MELISSA AND MISS ANG

School starts at 7:45
Pick up is 3:00
Except for transition times.
It is the parents responsibility to call us at 779-5030 ext 2541
Every day before 9:00 a.m. if your child is late or will be absent.

We take attendance very seriously here at the Red Cliff Early Childhood Center.

Each day your child is absent, is a lost day for their learning development.

We love to see each student here whenever possible, to engage in learning activities that will enable them to thrive as students.

MIGWECH for all your help in making your child’s learning a priority
Mashkodebizihiki Classroom Newsletter

New Teacher

We have a new teacher in our Mashkodebizihiki Classroom. Her name is Ms. Samantha Toman. She comes to us from all the way across the Lake Superior from the Bad River Reservation.

Please help us make her feel welcome. She is ready to teach, help and be a part of our wonderful community here at the Red Cliff Early Childhood Center.

Beginning of the Year

We cannot believe how fast summer flew right on by and the beginning of the school year is here.

We would like to say Boozhoo Nijii from the Red Cliff Early Childhood Center. We are so excited to begin our year and create the most wonderful learning memories and friends.

Routine, Routine, Routine

First, we would like for our students to become comfortable within their classroom setting.

Second, we would like for them to learn the classroom routines/schedule:

- Arrival, Group time, Breakfast, Brush teeth, Outdoor play, Handwriting Without Tears, Snack, Classroom-Free Choice, Group Time, Lunch, Rest Time, Snack/Brush Teeth, Table Time, Outdoor/Large Motor Room and Depart Time.

Third, we would like for our students to get to know their fun teachers: Mrs. Nadine, Ms. Sam and Ms. Becca.

Reminder: Bus Pick Up and Drop Off times may vary. Please remember to be ready 10 minutes before and after your designated time.

Welcome Returning and New Students

Upcoming Events

Week 1- Labor Day/ Tribe/ ECC Closed, Open House/ Opening Ceremony, 1st Day of School Sept. 6th, 2017

Week 2- Full 5 Day Week: Mon-Fri

Week 3- Sept. 22, 2017: No School Day

Week 4- Sept. 27th, 2017 ECC Family Night and Sept. 29th, 2017 Tribe/ECC Closed, Sept. 30th, 2017 Treaty Day

This Month's Highlights

August 28th-September 1st 2017:
Home Visits

September 6th 2017
Students meeting their new classmates
Boozhoo !!! Welcome Back !

We have missed you all so much, very happy that you all had a great summer. We look forward to seeing all the children and families back into the swing of school.

A few topics we will be focusing on will be, All About Me projects, turn taking, daily routine, self-help skills, social/emotional skills, outdoor learning, and much more!!

A little reminder to all families is that we get messy, and go outside daily weather permitting and we do hands on learning. Daga (please) send to school EXTRA CLOTHING for your child/children. We really appreciate that along with your understanding.

Miigwech,
Ms. Julie and Ms. Alicia
Migizi News

WELCOME BACK EVERYONE!!

Summer has gone by wayyyyyyy to fast!! We are very excited to start the New Year out and see our friends from last year and welcome our new friends into the classroom. We want to say THANK YOU to everyone who had their home visits with us.

The first week of school we will be getting to know each other and explore the room because there are LOTS of new items.

We will then start learning about apples, trees changing leaves, and ALL ABOUT ME!

Let’s have fun this year!

Diann, Linda, Kathy
The Red Cliff ECC is presently seeking interested parties to sit on the 2017-2018 Policy Council.

The ECC Policy Council is composed of Seven members:
2 Head Start Parents
2 Early Head Start Parents
1 Home Base Parent
2 Community Reps.
1 Tribal Council Liaison

The Term is a one year position.

If you are interested please contact Cindy Garrity @ 715-779-5030 ext. 2551
Step by Step we will heal...

Please join us on the

Red Road to Wellness Walk

September 17, 2017

This is a Red Cliff community event, created by community members who want to encourage sobriety and healing through the power of prayer and acceptance.

6am  Sunrise Ceremony at Merchant Property

9am  Gather on Bresette Hill

10am  Walk through all of the housings

2:30  Feast and gathering at Merchant Property

No matter what your exercise level may be, please feel free to participate. There will be a trailer for elders, and you can start and stop wherever you would like.
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

THE RED CLIFF TRIBAL COUNCIL IS SEEKING INDIVIDUALS TO SERVE ON THE FOLLOWING BOARDS/COMMITTEES

HOUSING BOARD

HEALTH BOARD

UTILITIES COMMISSION

FISHING COMMITTEE

MEMBERSHIP COMMITTEE

LAW ENFORCEMENT COMMISSION

(7) Member

(2) Members

(2) Members

(5) Members (2) Alternates

(5) Members

(3) Members

If you are interested in serving on a Boards/Committees, Please pick up an application at the front desk, of the Administration Building.

Please return your application to the receptionist at the Administration Building.

FOR FURTHER INFORMATION CONTACT THE ADMINISTRATION OFFICE AT: 715-779-3700

Deadline: September 27, 2017 at 4:00 p.m.
(Appointments will be at the October 2, 2017 Meeting)

"The Hub of the Chippewa Nation"
3 Tips to Help Make the First Day of School Less Stressful

After a summer of sleeping in and doing things on their own time, the morning alarm and school bell can be a tough transition for students going back to school, as well as their families. The first day of school tends to be particularly hectic for kids of all ages, adjusting to a new classroom or schedule and trying to remember all the books and supplies they need. To help combat first-day stress, consider the following suggestions:

- Pack backpacks the night before so no one is scrambling at the last minute looking for books and supplies. Also, have lunch packed or lunch money ready in advance.
- Pick out or have your child pick out his or her clothes the night before. Doing so will help keep everyone on time while getting ready and prevent last-minute rushing in the morning.
- Arrange a visit beforehand if your child will be going to a new school. Explore all the areas of the school and get a map to help direct your child on the first day.

Do You Know the Signs of Opioid Addiction?

Opioid addiction is a growing epidemic in the United States, with opioid overdoses killing 91 Americans every day. In 2015 alone, more than 33,000 people died from an opioid overdose. Read on to learn more about opioids and to learn how to recognize the signs of opioid addiction.

What is an opioid?
According to the National Institute of Drug Abuse (NIDA), opioids are a class of drugs that act on the nervous system to relieve pain. Common opioids include the illegal drug heroin, synthetic opioids like fentanyl, and prescription painkillers like oxycodone (OxyContin), hydrocodone (Vicodin) and morphine. Continued use (and abuse) of opioids can lead to physical dependence on and addiction to these types of drugs.

What are the signs of opioid addiction?
Being familiar with the most common signs of opioid addiction can help you or someone you love get proper treatment before it is too late. Physical signs of opioid addiction include the following:

- Noticeable euphoria
- Drowsiness, confusion or intermittent nodding off
- Constricted pupils
- Slowed breathing

For more information on opioids, opioid addiction and opioid overdoses, visit the Centers for Disease Control and Prevention's or the NIDA's opioid webpage.
National Preparedness Month

Since 2004, the Federal Emergency Management Agency (FEMA) and the national Ready Campaign have promoted National Preparedness Month (NPM) every September. NPM encourages Americans to take steps to prepare for all types of emergencies and strives to increase the overall number of people, families and communities that engage in preparedness actions.

The most recent data from the Red Cross, though, reveals that despite 8 out of 10 Americans feeling unprepared for a catastrophic event, only 1 in 10 has taken the following appropriate preparedness steps:

- Create a family emergency plan.
- Stock an emergency supply and first-aid kit.
- Train in basic first aid.

Remember, you can’t plan when a disaster will occur, but you can plan ahead to be prepared if and when a disaster does strike. This September, take time to learn more about NPM and take the suggested steps to become properly prepared. For more information, please visit the NPM website.

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**BASIC DISASTER SUPPLIES KIT**

- Three-day supply of water per person per day
- Three-day supply of nonperishable food
- NOAA Weather Radio
- Flashlight
- First-aid kit
- Batteries
- Dust mask
- Wrench or pliers
- Local maps
- Cellphone

Source: [www.ready.gov/kit](http://www.ready.gov/kit)
Frog Creek Manoomin Re-Seeding Event

Sunday September 24th at 10am*
Frog Bay Tribal National Park
(near the mouth of Frog Creek)

Come celebrate the gift of manoomin and practice both traditional and modern wild rice processing methods! There will also be canoeing and spreading of wild rice seed in Frog Creek.

Processing demonstrations, canoes, paddles, personal floatation vests, and lunch will be provided!

Questions? Please call the Environmental Department at 715-779-3650

*In the case of bad weather, this event will be held Sunday October 1st
Red Cliff Farmer's Market

Tuesdays 3—6 pm from August 15th—October 17th
@Old Pow Wow Grounds near Legendary Waters Casino— Hwy 13 and Blueberry Rd

Weekly Farmer's Market featuring local organic produce, arts, crafts, and other local items. To sell at the market or for questions call 715-779-3782
SAVE THE DATE!

Red Cliff Watershed Symposium 2017

September 26th & 27th

Legendary Waters Casino
Red Cliff, WI

Agenda to follow!

Hosted by: Red Cliff Environmental Department—Water Resources Program
What is West Nile Virus (WNV)? – West Nile virus is an arthropod-borne virus (arbovirus) most commonly spread by infected mosquitoes. West Nile virus can cause febrile illness, encephalitis (inflammation of the brain) or meningitis (inflammation of the lining of the brain and spinal cord).

West Nile virus transmission has been documented in Europe and the Middle East, Africa, India, parts of Asia, and Australia. It was first detected in North America in 1999, and has since spread across the continental United States and Canada.

How do people get infected with West Nile virus?

Most people get infected with West Nile virus by the bite of an infected mosquito. Mosquitoes become infected when they feed on infected birds. Infected mosquitoes can then spread the virus to humans and other animals.

What are the Symptoms of WNV?

a. Only one in 150 people infected with WNV will develop severe illness. Associated symptoms can include blindness, disorientation, coma, convulsions, headache, high fever, muscle weakness, neck stiffness, numbness, paralysis, stupor, and tremors. These symptoms may last for several weeks, and the neurological effects may be permanent.

b. Up to 20% of WNV-infected people will have symptoms such as fever, head and body aches, nausea, vomiting, and sometimes swollen lymph glands or skin rash on the chest, stomach and back. Symptoms can last from a few days to several weeks.

c. Approximately 80% of people who are infected with WNV will not show any symptoms.

What Can I Do to Prevent WNV Infection? – Get outside and enjoy the summer, but remember that WNV infected mosquitoes are on the wing in many areas of North America. Since there is no WNV vaccine for people, the best way to personal protection is to prevent infected mosquito bites. Therefore, it is recommended that children and adults routinely wear mosquito repellent while outdoors during the April – October mosquito season, especially during dusk and dawn when many mosquito species are actively feeding. Further, the insect repellent should contain DEET, and be applied following the manufacturer’s written directions.

If you have any questions please feel free to contact Bryon Daley 715-779-3707 Ext 2228
ANNOUNCEMENT FROM RED CLIFF COMMUNITY HEALTH CENTER

WE ARE HAPPY TO ANNOUNCE THE RED CLIFF HEALTH CENTER NOW HAS A BOARD CERTIFIED PEDIATRIC DENTIST ON STAFF.

DR SONDAY IS PROVIDING CARE FOR CHILDREN AGES 1 to 13 IN OUR RED CLIFF CLINIC 4 DAYS A WEEK. ADDITIONALLY, HE WILL BE PROVIDING FULL MOUTH DENTAL REHABILITATION SERVICES IN THE OPERATING ROOM AT THE ASHLAND MEMORIAL MEDICAL CENTER 2 DAYS A MONTH FOR OUR CHILDREN.

RED CLIFF COMMUNITY HEALTH CENTER

HAPPY KIDS PEDIATRIC DENTISTRY

36745 AIKEN ROAD BAYFIELD, WI 54814

PHONE 715-779-3707

BRENT SONDAY, DMD

Pediatric Dentist

HappyKids@redcliffhealth.org
Ad campaign focuses on importance of dads

Reinforcing the critical role fathers play in the lives of their children is the focus of a new series of public service announcements (PSAs) released by HHS’ Administration for Children and Families.

The campaign, funded by the federal government and distributed through the Ad Council, coincided with national Tell a Joke Day last week on August 16. The PSAs utilize the theme of sharing “dad jokes” as a means for fathers and their children to share intimate and meaningful time together thereby strengthening the bonds between them and creating consequential memories for a lifetime. The ads also direct fathers to www.fatherhood.gov where they will find helpful tips, tools, information and jokes to help them get more involved with and connected to their kids.

An estimated 24 million children in the U.S. do not live with their biological fathers. A recent Ad Council study on fatherhood found most fathers surveyed said the issue of parenting was important to them personally and most have sought information about how to spend more quality time with their children.

“Although this campaign uses a lighthearted approach to responsible fatherhood, its emphasis is one of real importance to fathers and families everywhere,” said HHS Acting Assistant Secretary for Children and Families Steven Wagner. “Fathers play a crucial and vital role in the lives of their children and of their families as a whole.”

“This campaign is a direct outreach to fathers, recognizing the importance of dads actively engaging their children,” said Office of Family Assistance Director Clarence Carter. “By reaching out proactively to fathers, these messages give real and lasting emphasis to our fatherhood initiatives and will ultimately help in strengthening families across the country.”
Make celebrations fun, healthy, and active

Eating healthy and being physically active can be a fun part of parties and events. Great gatherings are easy to have when tasty, healthy foods from all the food groups are offered in a fun, active environment. Above all, focus on enjoying friends and family.

1. Make healthy habits part of your celebrations
   Although food and beverages are a part of many events, they do not have to be the center of the occasion. Focus on activities that get people moving and allow people to enjoy each other’s company.

2. Make foods look festive
   Add a few eye-catching vegetables to a favorite dish or a new recipe. Add a sprinkle of herbs or spices to make the dish pop. Cut foods into interesting shapes.

3. Offer thirst quenchers that please
   Make fun ice cubes from 100% juice or add slices of fruit to make water more exciting.

4. Savor the flavor
   Take time to pay attention to the taste of each bite of food. Make small, healthy changes to your recipes or try dishes from another culture to liven things up.

5. Let MyPlate be your guide
   Offer whole-grain crackers, serve a spicy bean dip and a veggie tray, make fruit kabobs, layer yogurt and fruit to create a sweet parfait. Use whole-grain pasta or brown rice and veggies to make a savory, healthy salad.

6. Make physical activity part of every event
   Being physically active makes everyone feel good. Dancing, moving, and playing active games add fun to any gathering.

7. Try out some healthier recipes
   Find ways to cut back on added sugars, salt, and saturated fat as you prepare your favorite recipes. Try out some of the recipes on WhatsCooking.fns.usda.gov.

8. Keep it simple
   Have others participate by contributing a healthy prepared dish, helping with the cleanup, or keeping the kids active.

9. Shop smart to eat smart
   Save money by offering foods that fit your budget. Buy in-season produce when it costs less and tastes better. Plan in advance and buy foods on sale.

10. Be a cheerleader for healthy habits
    It’s never too early for adults to set an example. Keep in mind that children follow what the adults around them do—even at parties.

Go to ChooseMyPlate.gov for more information.
Prep for potlucks and parties

Parties and potlucks are a fun way to spend time with friends, family, and colleagues. Set yourself up to make healthy choices with these tips.

- **Plan for colorful plates**
  Create a sign-up sheet for your party with categories for dishes from each food group so you have a variety of healthy options.

- **Sip up some flavor**
  Boost flavor in water or unsweetened iced tea with mint leaves, lemons, or frozen fruit. Skip sugary drinks like soda, punch, and lemonade.

- **Keep foods safe**
  Keep hot foods hot and cold foods cold until serving time. Don't leave food out at room temperature for longer than 2 hours.

- **Prioritize your plate**
  Take a quick lap around the food table to see what foods are available before filling your plate. Save calories with smaller helpings.

- **Include fruits and veggies**
  Fill half your plate with vegetables such as beans, broccoli, or mixed greens and fruit like berries or grapes.

- **List more tips**

Based on the Dietary Guidelines for Americans
Go to ChooseMyPlate.gov for more information.
Red Cliff Youth Center

Boxing

Boxing will be every Tuesday-Wednesday-Friday

After School 4:00pm-5:30pm

If you have a youth interested please contact us.
Red Cliff Youth Center 715-779-3722
Michael Charette 715-209-3937
DreamCatcher Making

Every Wednesday Night
this month from 6-7:30pm

Community is welcome to attend
Come join us at the Red Cliff Youth Center

For more info about our programs please contact us:
Michael Charette
715-779-3722
We are open Tues–Sat 12-8pm
Just for Parents!

Nevago Jr. Transportation Supervisor
Director at 739-5530 ext. 2530 or Terry
Referred to Nicole Boyd, ECC Head Start
Any ECC Transportation questions can be

Safety Training
Bus/Pedestrian

Red Ciff Head Start
Head Start Act

quality and the availability of transportation services
transportation resources to control costs and to improve the
designed to make reasonable efforts to coordinate
Head Start, and delegate agencies to provide training in
the Head Start Act, this part also requires Head Start' Early
Under the authority of sections 644(a) and (c) and 645A(c)(8)(9) of

Head Start programs.

used to transport children participating in Head Start and Early
regulations on safety features and the safe operation of vehicles
Head Start Act (42 U.S.C. 9801 et seq.), this part prescribes
Under the authority of sections 640(i) and 645A(c)(9) of the
Transportation Information

- Each Head Start child will have transportation information completed upon enrollment.

- The Head Start Bus will pick up and drop off each child to/from specific locations as indicated by parent/guardian.

- Parents must list every location where they may want to have their child picked up or dropped off.

- Parents must notify the ECC of any changes. Please contact the ECC Office Manager to change Transportation information.
Bus Message:

Please call 779-5030 ext "0"

Do not be in school or to leave a
when you know your child will

dropped off at a later time.
attending school this day or will

The stop sign indicates that the driver
for the bus driver.
Place this sign in a place that is visible.
Stop signs are given to each family.

Red/Green Stop Sign
Transportation Procedures

- Safety Restraint:
  Bus Monitor will assist each child to sit in assigned seat and buckle the
  child. Children will use the hand rail to ensure safety.

- Drop off:
  Bus Driver will document the time of when each child is picked up and
  dropped off.

- Stop sign means "go":
  Bus Driver will wait two minutes for a child or look for a green
  light to ensure the child is safe and understood the bus.

- How to safely make their way to and from the bus:
  Adult escorts help the child understand danger from traffic and
  ensure safe travel.

- EXTREMELY IMPORTANT:
  An adult must always escort the child to and from the bus.
Parent-Child Bus Safety Tips

- Never walk behind the bus.
- They step off the bus with the children.
- Adults and bus monitors need to look outside to the back of the bus before they step off the bus.
- Look for traffic as you cross the road.
- Walk at least ten feet in front of the bus.
- Look for traffic as you cross.
- If you have to cross in front of the bus, make eye contact with the driver and signal you before you cross.
- If your child drops something near the bus, tell the driver before you pick it up.
- Wait until the bus stops and the driver opens the door before you walk to the bus.
Upon Arriving at the ECC

Through and disables the, no child left behind, bus alarms.

Once the bus is vacated, bus drivers complete a final walk

to the door for count before they proceed to their classrooms.

Classroom teachers wait and have the children line up next

monitor.

Driver indicates number of children picked up to teachers and

Children will exit one at a time using the hand rail.

For assistance.

Children will be guided by bus monitor to unbuckle (or wait

bus stops.

Bus Monitors will ensure all children remain seated until the
monitors, and agency staff associated with transportation. For emergency situations on the parts of the children, bus drivers and other ECE professionals are trained to implement emergency procedures. Equally important to both of those benefits is adequate preparation. Educational-developmental value.

Time spent in a Head Start center in terms of both safety and educational development is equally important. For those children who receive transportation services as part of our annual evacuation drills are completed twice.

Bus evacuations.
orderly evacuation and is quicker than rushing and pushing.

Children will be given praise for following the procedure and:

- Children walk to a safe zone with a bus driver or monitor
- Children exit the vehicle with help of driver and monitor
- Children walk to the exit
- Children unplug their seat belt if able to or wait for monitor
- Children listen to the driver and monitor
- Location
- Driver notifies the center and identities safe evacuation

Sequence of an Evacuation Drill
:: Job Openings ::

Current Openings

Job Center of Wisconsin displays open job orders maintained by the Job Center of Wisconsin. [Link to Job Center of Wisconsin]

All jobs require that you use the Job Application posted on this site and require a Background Information Disclosure (also posted).

Disclosures

Current Openings for the Red Cliff Tribe

Youth Center Worker - (Part-Time)
DEADLINE: September 5, 2017 at 4:00pm

Rehabilitation Specialist
DEADLINE: September 5, 2017 at 4:00pm

Water/Sewer Operator Assistant
DEADLINE: September 13, 2017 at 4:00pm

NOTICE for Tribal Census Survey Workers (Revised)
Surveyor Bid form.pdf
DEADLINE: September 15, 2017 at 4:00pm

Custodian/Maintenance
DEADLINE: September 19, 2017 at 4:00pm

Indian Child Welfare Director
DEADLINE: Open Until Filled

Domestic Violence Advocate (Revised)
DEADLINE: Open Until Filled

Tribal Youth Advocate (Re-Posted)
DEADLINE: Open Until Filled

ECC Mental Health Manager
DEADLINE: Open Until Filled

Dental Assistant
DEADLINE: Open Until Filled

Physician Assistant (PA-C) or Advanced Practice Nurse Prescriber (APNP)
DEADLINE: Open Until Filled

Head Start Bus Driver
DEADLINE: Open Until Filled

Early Head Start Center Based Teacher
DEADLINE: Open Until Filled

Tribal Aging and Disability Resource Specialist
DEADLINE: Open Until Filled
Tribal Law Enforcement Officer – Part Time
DEADLINE: Until Filled

Chief Financial Officer
DEADLINE: Open Until Filled

Tribal Administration Liaison
DEADLINE: Open Until Filled

* * * Current Openings for Legendary Waters Resort & Casino

Click Here to view Current Legendary Waters Resort & Casino Job Openings

LW Slot Attendant
DEADLINE: Open Until Filled

LW Surveillance Operator
DEADLINE: Open Until Filled

LW Administrative Assistant
DEADLINE: Open Until Filled

* * * Current Openings for Red Cliff Housing Authority

Resident Specialist - Supportive Housing.pdf
Deadline: September 8, 2017

Housing Job Application (Fillable)

Housing Background Check

* * * Current Openings for Milwaukee Indian Community School

Culture Apprentices

* * * Current Openings for GLITC

Great Lakes Inter Tribal Council Job Postings

PROGRAM DIRECTOR - ECONOMIC DEVELOPMENT ADMINISTRATION

STAFF ACCOUNTANT

* * * Current Openings for GLIFWC

GLIFWC Website with Current Job Openings

* * * Current Openings for School District of Bayfield, WI

Click here for Available Job Vacancies at Bayfield School

Substitutes Vacancies at Bayfield School

* * * Current Openings for Family Forum

Family Forum Job Openings

Family Forum Head Start Bus Driver

* * * Current Openings for Bay Area Home Health

Bay Area Home Health - Personal Care Workers / Supportive Home Care Workers / Certified Nursing Assistants

* * * Current Openings for the National Park Service

National Park Service - Maintenance Mechanic Supervisor - Interior, SD
DEADLINE: 08-23-2017 to 09-05-2017

National Park Service - Maintenance Mechanic Supervisor - Interior, SD
DEADLINE: 08-23-2017 to 09-05-2017

National Park Service - Physical Science Technician - Hot Springs, SD
DEADLINE: 2017-08-29 to 2017-09-06
* * * Current Openings for the BIA.gov

BIA Fire & Forestry Job Openings

* * * Current Openings for the University of Wisconsin-Extension

Current Opportunities for UW Extension Cooperative Extension Site

Current Opportunities for UW Extension

* * * Current Openings for the UMOS Job Openings

Current Opportunities for UMOS
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Early Head Start Center Based Teacher
LOCATION: Red Cliff Early Childhood Center
SALARY: $10.00-$14.00 per hour (DOQ), plus benefits
SUPERVISOR: Early Head Start Director

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

JOB SUMMARY: Serve as one of two primary teachers for an assigned group of eight infants or toddlers in a center based environment. Early Head Start child/teacher ratio is 4:1. Responsible for co-planning and implementing educational programs with co-teacher for children ages zero to 3 year old which reflect best practices and integration of Ojibwe language and culture.

EHS teachers are required to share all responsibilities within their classroom and create an environment of nurturance and sharing with all children. Each teacher must be able to have open communication with co-teacher regarding daily operation of classroom and child/parent needs.

DUTIES AND RESPONSIBILITIES:
1. Must maintain confidentiality of all child and family information and records.
2. Cultural sensitivity required.
3. Must demonstrate competency to provide effective and nurturing teacher-child interactions.
4. Ability to work effectively and cooperatively with staff, parents, community members, and other support systems in the best interest of the child.
5. Plan and implement group and individual learning experiences that ensure effective curriculum implementation and use of assessment to promote children's progress across the Head Start Early Learning Outcomes Framework: ages Birth to Five and any state applicable early learning and development standards for all students.
6. Must integrate child assessment data in individual and group planning.
7. Promotion of a safe, attractive and stimulating physical environment for infants and toddlers and also establishing and maintaining consistency.
8. Reinforce positive self-image, pride, and cultural identity with infants and toddlers during all activities.

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9. Must collaborate with each child's parent/guardian and with parental consent, must complete or obtain a current developmental screening to identify concerns regarding a child's developmental behavioral, motor, language, social, cognitive, and emotional skills within 45 days of child's enrollment and then when needed.

10. Meal times with children are in a family setting with teachers sitting at the table and engaging in conversation with the infants and toddlers. Infants and toddlers are encouraged, but not forced to eat or taste. Encourage toddlers with self-help and independence skills by involving them in set up and cleanup activities.

11. Maintain accurate daily records on attendance, daily intake, medical log, infant and toddler eating/sleeping/toileting information for distribution in child file and to parents as well as other required forms.


13. Assist the family, child, and other relevant staff in developing an Individual Family Services Plan (IFSP) or Individual Education Plan (IEP) for special needs children.

14. Conduct two home visits and two parent-teacher conferences annually per family as stated in the Federal Performance Standards.

15. Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of children enrolled in program.

16. Collaborate with other staff, parents, and community resources to incorporate Ojibwe language and culture into daily activities and curriculum.

17. Work with county, tribal and community service providers in order to provide necessary services to the Early Head Start child and their parents.

18. Mandatory attendance at all ECC Coordinated Service Team and Mental Health Consult meetings for children in your care or must work with Education Manager/EHS director in advance.

19. Must attend and participate in EHS meetings, all staff meetings and any other meetings as requested.

20. Notify supervisor in advance of any known absences you will have. Center based teachers are responsible for arranging their own qualified substitute in your absence.

21. Must participate in coordinated coaching strategies to identify strengths and areas of need and support of professional development and quality improvement, including job related training as required.

22. EHS program equipment must remain within the ECC, and cannot be used outside of the ECC unless you have prior permission by your supervisor to use outside of the center. Violations of this policy will result in disciplinary action.

23. Adhere to all ECC policies and procedures and insure that Head Start Performance Standards are being met.

24. The above duties and responsibilities are not an all-inclusive list but rather a general

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Red Cliff Tribal Council

representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:
1. Minimum of associate degree in early childhood education. Related degrees may be considered based on coursework completed (transcript review required).
2. Bachelor’s degree in early childhood education or closely related field (transcript review required if degree not in early childhood).
3. Applicants can be considered who are currently enrolled in an associate degree early childhood program or who have acquired a minimum of 15 early childhood credits.
4. Applicants can be considered if they have completed a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
5. Mandatory infant/toddler course needed or immediate enrollment in online class during probationary period; if hired.
6. Knowledge of Ojibwe culture and language.
7. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

WORK ENVIRONMENT: All tribal buildings are smoke free. Primary work environment is in a 0-3 year old Early Head Start center-based classroom in the Red Cliff Early Childhood Center.

PERSONAL CONTACTS: Collaboration with local, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the Red Cliff community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the classroom.

Must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; twenty pounds overhead and forty pounds from waist to shoulder;

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Occasional lifting of fifty pounds is required and must be able to push/pull up to fifty pounds horizontally.

Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

Also required are: five year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination. Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable

"The Hub of the Chippewa Nation"
REPOSTING: June 14, 2017
DEADLINE: Open until filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed childcare center employees must complete a one-time fingerprint-based background check on all employees by December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.

Tribal preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.

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3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.

7. The Tribe observes a total of 12 paid holidays.

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Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: ECC Mental Health Manager

EXEMPT: 40 hours per week/12 months

LOCATION: Red Cliff Early Childhood Center

PROGRAM: Red Cliff Head Start/Early Head Start Directors

WAGE: $15.00 - $18.00/ hour (DOQ), plus benefits

SUPERVISOR: Early Head Start Director (primary)

GENERAL STATEMENT OF DUTIES:

Mental Health Manager is responsible for providing oversight of the mental health component. Mental Health Manager will assist, encourage, and implement policies to ensure employees reach program goals for mental health. Will assist in participation with ECC Management Team in developing appropriate policies, procedures, and follow up in the mental health component.

DUTIES AND RESPONSIBILITIES:

1. Must maintain confidentiality of all child and family information and records.

2. Must secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner.

3. Must ensure that all children have parental consent for Mental Health Consultations.

4. Is required to revise the Mental Health (Social Emotional Wellness) Plan yearly.

5. Provides group and individual mental health education, training, and consultation to staff and parents.

6. Works with ECC staff, mental health consultant, and parents to design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.

7. Develop and maintain a professional relationship with enrolled families, community health providers and all ECC staff.

8. Schedule EHS & HS Coordinated Services Team (CST) and Child Wellness Team (CWT) meetings.
9. Attend Individualized Education Plan (IEP) and Individual Family Services Plan (IFSP) meetings as needed.

10. Manager will work closely with Early Head Start Director to identify data collection, best practices in collection of mental health data regarding services and needs of ECC children, not only 0-5 years old, but specifically ages 0-3, in conjunction with a Red Cliff Tribal Birth to Three grant administered by the ECC. Manager will streamline mental health data collection process from mental health consultant and Education/Abilities Manager special needs data for 0-3 year old children enrolled in both a home based and center based option at the ECC.

11. Must attend and participate in weekly staff meetings and job-related training as available and required.

12. Notify supervisor in advance of any known absences you will have.

13. Must adhere to all ECC policies and procedures and ensure that the Head Start Performance Standards are being met.

14. Work with community service providers to facilitate access to additional mental health resources and services, as needed.

15. Must maintain follow-up care for each child who is referred for mental health services.

16. Must ensure the children’s mental health and social and emotional needs through strategies that include observation and consultation with the Mental Health professional are met.

17. Is required to attend all consultations with each Early Head Start and Head Start teacher.

QUALIFICATIONS:

1. Minimum of bachelor’s degree in mental health, behavioral health, psychology, social work, human services, early childhood education, or related field.

2. Must have demonstrated experience in mental health, human service area, behavioral health, social work or human services.

3. Must have minimum of one year demonstrated skills and abilities in leadership and management capacity relevant to program management.

4. Must possess good interpersonal and communication skills, including the ability to work as part of a team.

5. Must be sensitive to Native American culture and beliefs and have knowledge & experience in working with Native American families, with awareness of the uniqueness of the Red Cliff Ojibwe culture desirable.

6. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Must be eligible for Red Cliff Tribe’s vehicle insurance.

7. CPR and First Aid certification is required.

8. Must pass mandatory background check and fingerprint prior to hiring.

9. Ability to communicate program information to parents, policy council staff and community members.

10. Must have computer skills needed to meet job responsibilities.
WORK ENVIRONMENT:
All tribal buildings are smoke free. Primary work environment is in a 0-5 year old Head Start and Early Head Start Program for Native American children living on an Ojibwe reservation. Home visits may be required.

PERSONAL CONTACTS:
Collaboration with tribal, local and county, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the ECC Management Team.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children.

SPECIAL REQUIREMENTS: Must be physically able to work with young children, annual health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, etc.

TRAVEL REQUIREMENTS: Must be able to attend local, regional, and national trainings as required.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

POSTING DATE: August 15, 2017
DEADLINE DATE: Until filled
FOR FURTHER INFORMATION CONTACT:
Red Cliff Tribe Human Resources Department
88455 Pike Rd. Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov
(715) 779-3700, Ext. 4267 or 4268

All Early Childhood Center (ECC) employees must submit mandatory criminal background check information to the Personnel Director with application, annually thereafter, and following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.

5 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.
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Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Youth Center Worker

LOCATION: Red Cliff Youth Center

SALARY: $10.00 per hour

THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION 20 hours per week; work schedule will be Wednesday through Friday from 4-8pm and Saturday 12noon-8pm. Hours may vary based on planned activities

SUPERVISOR(S): Director of Youth Services

JOB SUMMARY: The primary responsibility of this position is to maintain the Red Cliff Youth Center within the assigned hours of each week ensuring proper functioning of the facility as well as all youth following the rules of the center.

DUTIES AND RESPONSIBILITIES:
1. This individual will work at the Youth Center 20 hours each week.
2. Must maintain cleanliness of Youth Center at all times.
3. Attend and participate in any staff meetings, in-service and trainings as directed by supervisor.
4. Present a professional and caring image
5. Maintain a cooperative relationship with other Family Service Staff, co-workers and Tribal employees
6. Demonstrate tact, courtesy and respect when communicating and interacting with youth, staff and outside agencies and programs
7. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
8. Other duties assigned as deemed necessary.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: General knowledge of various ages and stages of child development as well as activities, both physical and social-emotional, that correlates to the scale of development.
QUALIFICATIONS:
1. Must have High School Diploma or equivalent.
2. Experience, education or volunteer work with Tribal or other youth is preferred
3. Demonstrate the ability to relate to youth and be sensitive to youth issues/concerns
4. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.
5. Must be able to be placed on the Tribe’s drivers list.

PERSONAL CONTACTS: Individual will have daily contact with youth and staff. Contact also includes those with community members and parents of youth.

PHYSICAL REQUIREMENTS: Individual should be in good physical condition and be able to keep up with the demands of overseeing youth activities that occur in the youth center building. Bending, lifting, sweeping and carrying of objects less than 25 pounds is a part of daily work.

WORK ENVIRONMENT: Most of the time will be spend at the youth center facility. The Youth Center is a smoke free environment/building.

TRAVEL REQUIREMENTS: Minimal travel….may consist of transporting youth home and to and from local destinations, such as the Bayfield Recreation Center.

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APPLICATION SUBMITTAL REQUIREMENTS:
The following items are required for this position:
1. Completed Tribal Application
2. Tribal Background Investigation Disclosure

POSTING: August 18, 2017
DEADLINE: September 5, 2017 @ 4:00 p.m.
FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building
Human Resources Department
88455 Pike Road, Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
3. The Tribe offers General Leave to part-time employees as stated below:
   Regular Part-time 30-37 hours/week
   Vacation/GL – 12 hours/month
   Regular part-time 20-29 hours/week
   Illness/GL – 8 hours/month
4. The Tribe observes a total of 12 paid holidays.
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Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Domestic Violence Advocate

LOCATION: Red Cliff Human/Family Services Office

SALARY: $15-$18 per hour, 40 hours per week, DOQ, plus benefits

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR(S): Red Cliff Family Violence Prevention Program Director, Human/Family Service Division Administrator

JOB SUMMARY: To provide domestic violence advocacy for victims of domestic violence, assist in coordinate and facilitate youth groups, and support groups for domestic violence clients. Represent and provide legal assistance in Tribal Court for Orders of Protection and any other legal issues that are a barrier to the safety of men, women and children i.e. housing, lease disputes, child welfare, etc. Ensure the victims of domestic violence; teen dating violence, sexual assault and stalking are informed of their civil rights and related criminal justice case status including perpetrator’s probation, custody or release. Increase utilization of the Red Cliff Tribal Court and coordinate training in domestic violence, teen dating violence, sexual assault and stalking for Tribal Court staff and Red Cliff Law Enforcement staff. To promote community awareness as it pertains to domestic violence. Present educational information regarding domestic violence in public schools.

DUTIES AND RESPONSIBILITIES:

1. Provide advocacy and case management support to victims of domestic violence, teen dating violence, sexual assault and stalking to victims in the Red Cliff Community and Tribal Members.

2. Represent and provide legal assistance in Tribal Court for Orders of Protection and any other legal issues that were a barrier to the safety of men, women and children i.e. housing, lease disputes, child welfare, etc.

3. Assist the Director in the development of group curriculum for youth group, men and women.

4. Assist the Director in developing and providing domestic violence educational materials and information to area agencies and the community through the development of brochures, public presentations and workshops.
5. Provide recordkeeping and reports as required by funding sources.
7. Legal/Program Advocate will assist the Director in planning and coordinating the Red Cliff Coordinated Community Response Team.
8. Provide assistance to the Director with overall program efforts to meet grant requirements.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Possess awareness of the unique issues relating to domestic violence and/or sexual assault in the Red Cliff Community. Have an understanding of victim’s issues, rights and services. Have an understanding of confidentiality of client record. Knowledge of tribal and county social service systems and the ability work as a team with other agencies.

QUALIFICATIONS:
1. Must have an Associate Degree in social services or related field.
2. Former victim of domestic violence, teen dating violence, stalking or sexual assault and/or experience working with victims; preferred.
3. Must be a member of the Red Cliff Bar or pass bar exam within 90 days of employment.
4. Must be sensitive to Native American/Ojibwe culture and willing to work with diverse populations.
5. Experience in facilitating groups with youth and adults.
6. Experience working with families in the Red Cliff community.
7. Must be culturally sensitive and aware of the victim’s issues, rights and services.
8. Must possess strong oral and written communication skills.
9. Experience with computer programs and desktop publishing skills.
10. Ability to work collaboratively with Tribal/County court officials and law enforcement.
11. Must adhere to confidentiality policies within the Family Services division and Family Violence Program.
12. Must have a valid driver’s licenses, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Daily with domestic violence and sexual assault staff program director, sexual assault coordinator, clients, tribal and county staff.

PHYSICAL REQUIREMENTS: Must be able to lift at least 25 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work.

WORK ENVIRONMENT: All Tribal Office buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings; overnight and out of town, both locally & nationally.
**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

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**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
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2. Tribal Background Investigation Disclosure; available on the tribal website
3. Cover letter and resume
4. Post-secondary transcripts or certifications; if applicable

**REPOSTING:** August 18, 2017  
**DEADLINE:** Open until filled

**FOR FURTHER INFORMATION:**
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(715)779-3700 ext. 4268

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**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCLC CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Tribal Youth Advocate

LOCATION: Red Cliff Reservation

SALARY: $16.00 - $18.00 per hour, plus benefits

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR(S): Indian Child Welfare Director and FHSD Administrator

JOB SUMMARY: The primary goal of the Indian Child Welfare Department is to prevent the breakup of Red Cliff families and to prevent the permanent removal of Tribal Children from the custody of their parents. The person selected for this position will be required to respond and follow through on truancy notices from both Bayfield High School, as well as collaborate with the county for case management services to Juveniles in the court system.

DUTIES AND RESPONSIBILITIES:

1. To accept truancy referrals regarding minors alleged to be truant/in the juvenile delinquency system.

2. To coordinate with Bayfield County Health and Human Services, Red Cliff Tribal Court, and Bayfield school to develop case plans concerning any juvenile that is alleged to be habitually truant/in the juvenile delinquency system.

3. To meet regularly with the juvenile, their family, Bayfield school, Red Cliff Tribal Court, and Bayfield County Health and Human Services to develop truancy elimination plans.

4. To make reports to the Bayfield County Court and Red Cliff Tribal Court, and provide information or referrals to recognized agencies having an interest or service role concerning a Tribal child.

5. To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Bayfield County Court or Red Cliff Tribal Court.

6. Subject to the approval of the Tribal Council, negotiate service agreements with other recognized juvenile delinquency agencies.
6. Comply with all reporting requirements for funding sources as well as required internal reporting requirements.

7. Conduct home visits on a regular basis.

8. To facilitate restorative justice or family group conferencing meetings with the juvenile and related parties.

9. Meet with Family Service Staff and other Tribal/County Programs to provide case management for clients.

10. Attend and participate in staff and other meetings, Coordinated Service Team, AODA Reduction team meetings, in-service, training and other events as directed by supervisor.

11. Provide or refer to appropriate agency individual/family counseling services for youth and their families involved with the Youth Advocacy program.

12. Assist the prosecutor with filing petitions; conduct investigations and case studies as necessary.

13. Assist families in whatever way possible to carry out their court ordered plans and work cooperatively with county and other social service agencies to ensure that services provided are appropriate and culturally relevant.

14. Present a professional, caring image to clients, of the Indian Child Welfare Program, the Youth Advocacy Program, and Family Services Programs.

15. Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.

16. Provide telephone or in person testimony to off reservation Juvenile in Need of Protection cases.

17. Coordinate and host two focus groups per year for juvenile offenders.

18. Coordinate and host two talking circles per month that will be open for all youth to attend.

19. Perform other duties as assigned.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Indian Child Welfare Act, Wisconsin's Juvenile Justice Code (Chapter 938), and the uniqueness of the Red Cliff Community.

Knowledge of tribal and county service providers. Knowledge of the unique culture of Red Cliff and extended family system.

QUALIFICATIONS:

1. Bachelor's degree in social service related field, including; Sociology, Psychology, Juvenile Justice, or a Bachelor's degree in Social Work, or if no degree must have a minimum of 4 years experience working in a Child Protection/Juvenile Justice/Indian Child Welfare Department.

2. Training in ICWA (Indian Child Welfare Act) and knowledge of the uniqueness of the Red Cliff community, preferred or have the training within 6 months of hire.

3. Training or knowledge of historical trauma and how it affects the Red Cliff Community.

4. Must have basic understanding of the extended family system as it exists in Red Cliff.
5. The experience/ability to take an active role in the grant and budget development process.
6. Experience working closely with families, performing home visits, performing needs assessments.
7. In-depth knowledge of Tribal and County Service Providers.
8. Training in Targeted Case Management (Medicaid) within 6 months of hire, or as soon as the training is available.
9. Training in CANS (Child and Adolescent Needs and Strengths) within 6 months of hire, or as soon as the training is available.
10. Training in Restorative Justice and/or Family Group Decision Making within 6 months of hire, or as soon as the training is available.
11. Must have a valid driver’s licenses, vehicle and insurance. Maintain driver’s eligibility as a condition of employment. And be insurable on the tribe’s vehicle policy.

PERSONAL CONTACTS: Daily contact with clients, Bayfield school district, other Tribal staff, Bayfield County staff, other Tribal ICW programs and other county and state social service programs.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, overhead lifting and carrying items under 50 pounds.

WORK ENVIRONMENT:
1. Indian Child Welfare Office
2. Appearances in Bayfield County Court and Red Cliff Tribal Court
3. Residences in the Tribal Service Area
4. Meetings at Bayfield High School

TRAVEL REQUIREMENTS: Will require overnight travel to attend meetings, training, and transporting clients. Home visits to clients in the Red Cliff Service Area.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS:
The following items are required for this position:
1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

REPOSTED: August 16, 2017
DEADLINE: Open Until Filled
JOB DESCRIPTION

TITLE: Slot Attendant
DEPARTMENT: Slots
SUPERVISOR: Slot Supervisor/Slot Manager
WAGE: DOQ
SHIFT: Days/Nights/Weekends/Holidays as needed
POSITION: Full-time
CLASSIFICATION: Gaming License Required, non-exempt

JOB SUMMARY: Under the direction of the Slot Supervisor and/or Slot Manager, the Slot Attendant is responsible for monitoring the casino floor and ensuring all slot machines are secured and in good working order. Responsible for providing efficient service to all slot customers while maintaining priority customer service. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat, clean appearance is a must. Native American preference but all qualified applicants will be considered.

JOB QUALIFICATIONS:
- Knowledgeable of basic slot machine functions.
- Ability to read simple instructions.
- Ability to perform some troubleshooting.
- Ability to complete slot related paperwork with a minimum of errors.
- Knowledge of gaming laws and regulations.
- Good communication skills.
- Ability to deliver the highest level of guest friendly customer service.
- Cash handling experience.
DUTIES AND RESPONSIBILITIES:
- Must adhere to Legendary Waters Resort & Casino’s policies and procedures.
- Must adhere to all appearance and uniform standards.
- Mechanically maintain all slot machines by replacing faulty parts and making adjustments.
- Record all machine maintenance and repair.
- Preventive maintenance to all machines.
- Responsible for the security and integrity of all machines and game play.
- Assist customers with machine information and change needs.
- Verify and pay on jackpots and hand pays.
- Responsible for guest service with energy and professionalism.
- Responsible for machine ticket fills.
- Responsible for maintaining the confidentiality of the department & casino operations.
- Stand and walk for long periods of time.
- Lifting more than 25 lbs.
- Performs other duties as required.

Not a smoke free environment.

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting.

Applications are available at the Cashier’s window, the Personnel office of the casino, and on the website www.legendarywaters.com

Posted: 7/26/17
Deadline: Until filled
For further information contact:
LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI
smorris@legendarywaters.com (715)779-9401
JOB DESCRIPTION

TITLE: Surveillance Operator  
DEPARTMENT: Surveillance  
SUPERVISOR: Surveillance Manager  
WAGE: Depending on qualifications  
SHIFT: Days/Nights/Weekends/Holidays or as needed  
CLASSIFICATION: Gaming License Required  
POSITION: Non-exempt

JOB SUMMARY: Under the direction of the Surveillance Manager, the Surveillance Operator monitors the premises using electronic surveillance equipment for gaming corporation/business. Insures the physical security and safety aspects of the complex. Implements programs to safeguard the welfare and assets of all customers and employees for areas of operation. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat clean appearance is a must. Native American preference but all qualified applicants will be considered.

JOB QUALIFICATIONS:

- Background in Law Enforcement and/or security training preferred.
- Must demonstrate knowledge in the area of security and general gaming operations.
- Strong communications skills to verbalize incidents and daily happenings in the department.
- Strong reading, writing and computer skills for reporting purposes is required.
- Concentration and manual dexterity required to operate equipment.
- Knowledge of all operating departments policies and procedures required, including live games, slots, poker, cash/slot cage and count room.
- Aptitude for accuracy and detail in their work.
- Shift work required as well as an ability to sit for long periods of time. Operations are 24/7.
- Must be 18 years of age or older.
DUTIES AND RESPONSIBILITIES:

- Must adhere to legendary Waters Resort & Casino’s policies and procedures.
- Reports directly to the Surveillance Shift Supervisor.
- Responsible for maintaining the confidentiality of the Department.
- Responsible for protecting the safety of the patrons, staff and company assets.
- Utilizes cameras and other approved observational resources to document all activities in all areas of the property.
- Responsible for generating reports on the following matters:
  - Any deviation or issues of non-compliance from the property’s policies and procedures;
  - Any unusual or suspicious activity in or on the perimeter of the property;
  - Any unauthorized access to sensitive areas of the property;
  - Any violation of gaming integrity including cheating at play and suspicious financial transactions;
  - Any issues which may affect the property’s public image;
  - Any liability issues; and other issue which may be of importance to the Surveillance Manager, Shift Supervisor, Property Management, or the General Manager.
- Responsible for logging and responding to radio calls.
- Responsible for maintaining a log of the routine tasks performed within the Surveillance room and on the gaming floor.
- Responsible for observing all internal cash asset transfers and escorts.
- Responsible for other duties assigned by the Shift Supervisor.

Not a smoke free environment.
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Applications are available at the Cashier’s window, the Personnel office of the casino, and on the website www.legendarywaters.com

Posted: 7/26/17
Deadline: Until filled
For further information contact:
LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI
smorrs@legendarywaters.com (715)779-9401
JOB DESCRIPTION

TITLE: Administrative Assistant
DEPARTMENT: Administration
SUPERVISOR: General Manager
WAGE: $12 - $14 DOQ
SHIFT: Days/Nights/Weekends/Holidays or as needed
CLASSIFICATION: Gaming License Required
POSITION: Full-time hourly

JOB SUMMARY: Under the direction of the General Manager, the Administrative Assistant will serve as support to administration. This position must maintain a high degree of confidentiality. The Administrative Assistant will work in an office setting where they manage appointments, communications and schedules for an upper-level manager. Must have computer, customer service and time-management skills. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat clean appearance is a must. Native American preference but all qualified applicants will be considered. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest.

JOB QUALIFICATIONS:

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

- Must adhere to Legendary Waters Resort & Casino’s policies and procedures.
- Must adhere to all appearance and uniform standards.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Extremely proficient in Microsoft Office applications
• Knowledge of principles and practices of basic office management
• Communication skills - written and verbal
• Strong computer skills
• Planning, prioritizing and organizing
• Problem assessment and problem solving
• Information gathering and information monitoring

DUTIES AND RESPONSIBILITIES:
• Must maintain the highest level of confidentiality
• Receive and direct visitors and clients
• General clerical duties including photocopying, fax and mailing
• Maintain electronic and hard copy filing system
• Retrieve documents from filing system
• Prepare written responses to routine enquiries
• Prepare and modify documents including correspondence, reports, drafts, memos and emails
• Schedule and coordinate meetings, appointments
• Verify payroll
• Prepare agendas for meetings and prepare schedules
• Record, compile, transcribe and distribute minutes of meetings
• Open, sort and distribute incoming mail
• Maintain office supply inventories
• Coordinate and maintain records for staff, telephones and knowledge of relevant software
• All other duties assigned

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Posted: 7/26/17
Deadline: Until filled
For further information contact:
LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI
smorris@legendarywaters.com (715)779-9401
VACANCY NOTICE

POSITION: Supervisor of Buildings and Grounds
WORK SITE: School District of Bayfield
QUALIFICATIONS: Experience in Operations Management preferred. Three or more years experience in a supervisory capacity in business, industry or a governmental unit. Demonstrated knowledge of operations, installations, maintenance, construction, security, electrical and trouble shooting. Three or more years experience in directing or maintaining a physical plant. Working knowledge of HVAC/plumbing as well as computerized operations of HVAC and plumbing. Advanced interpersonal skills with the public, with vendors, the Board of Education and employees. Ability to perform demanding manual labor including sustained lifting and moving of heavy objects. A demonstrated ability to manage employees effectively. Experience preparing and obtaining bids, quotes and estimates. Knowledge of pools and pool maintenance needed. Certification or willingness to obtain certification as a school bus driver. An unflappable personality. Salary commensurate with experience.

APPLICATION DEADLINE: Open until filled.
Submit application available online at www.bayfield.k12.wi.us, letter of interest, resume and three recent letters of reference to:
Jeff Gordon, District Administrator, School District of Bayfield, 300 North 4th Street, Bayfield, Wisconsin 54814.
The School District of Bayfield is an Equal Opportunity Employer.
VACANCIES

School District of Bayfield has the following vacancies:

6th Grade Middle School Girls Basketball Coach - Fall
Assistant H.S. Boys Soccer Coach
Assistant H.S. Girls Soccer Coach
Assistant H.S. Girls Basketball Coach - Winter

QUALIFICATIONS: Coaching experience and thorough knowledge of the sport and WIAA rules preferred. Applicant must have or be willing to obtain ASEP certification as soon as possible for coaches not licensed to teach. Must have CPR/AED/FIRST AID certification. Will be required to take and attend WIAA Exams and Rules Meetings for sport position.

APPLICATIONS ACCEPTED THROUGH: Open until filled.
Please submit letter of intent, resume and qualifications.

APPLY TO: Barbara Rebak, Athletic Director, School District of Bayfield, 300 N. 4th Street, Bayfield, Wisconsin 54814

THE SCHOOL DISTRICT OF BAYFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, HANDICAP, OR SEXUAL ORIENTATION.
J O B D E S C R I P T I O N

Position: Resident Specialist – Supportive Housing
Salary: $15-$22/hr. – DOQ/DOE; plus benefits
Schedule: Varies – days, evenings, weekend
Location: New Hope Supportive Housing Facility
Dept.: Housing Services
Status: non-exempt
Hours: Full-time; 40 hrs. per week
Supervisor(s): Housing Manager; RCHA Executive Director

SUMMARY
Acts as Resident Manager for the New Hope Housing Community. Assists Housing Manager with duties associated with housing programs including (but not limited to) the Low Income Housing Tax Credit (LIHTC), NAHASDA. Supports, interacts and communicates with a resident population who may have special needs including mental or physical disabilities, substance abuse and/or other issues. Maintains the property as a safe, secure, welcome environment, by ensuring policies are adhered to. Is a valuable and integral part of the coordinated services team.

DUTIES & RESPONSIBILITIES

Tenant/Resident Management – Housing Services

- Provide housing orientation to new residents of facility/units.
- Prepare necessary forms/documents and obtain signatures to finalize agreements, update & maintain files, transfers, re-certifications, etc. between tenants and the Housing Authority.
- Develop a monthly schedule of resident social, recreational and educational events. Create and post a community calendar for residents. Provide occasional transport to residents.
- Enforce house rules. Issue written lease violations; provide copies to the Housing Manager.
- Arrange, schedule and conduct a monthly tenant “house” resident meetings. Follow-thru-follow-up on issues raised and take necessary steps to address/resolve resident issues. Maintain house meeting minutes. Collaborate with RCHA staff as necessary.
- Coordinate work order processing and ‘make ready’/turn units with maintenance and the Housing Manager.
- Participate collaboratively with Housing maintenance and tenants on unit inspections. Inform tenants of program requirements including Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS). Process rent abatement as requested by inspection.
- Answer and respond to resident concerns and questions regarding lease compliance, safety, disturbances on site, noise or unauthorized guests or other issues impacting residents or the community.
- Assist with tenant re-certifications. Maintain tenant contact by phone, mail and in person. Assure that tenants are fulfilling their responsibility in providing accurate verification and timely submission of other necessary documents.
- Arrange for and conduct group/individual briefings/counseling that explain the rules and regulations to applicants, tenants regarding various Housing Authority programs and housing options.
- Assist applicants/tenants needing help in finding a satisfactory unit and with other housing related problems. Provide information about community resources. Refer tenants to other agencies as necessary.
- Attend any court appearance necessary and provide professional testimony, even after position has been terminated.
- Maintain all resident interactions and relationships on a professional level. Abide by strict confidentiality guidelines.
- Assist RCHA Housing Services (Occupancy/Resident Management) as assigned.
Support Service Coordination

- Provide support service and case management coordination to assist tenants in retaining housing and maximizing their independence and self-sufficiency by providing linkage and referral to appropriate community services and resources, as follows:
  
  - Compile accurate and appropriate information on resident behavior. Ensure Services Coordinator, CCS, Case Manager(s) and other appropriate staff are kept informed of resident behavior. Meet with CCS and other relevant service provider staff no less than once a month; and case manager(s) no less than bi-weekly.
  
  - Coordinate offering the following general support services on or off-site: rehab, vocational; general health and dental; income support; substance abuse and mental health services; consumer family involvement; money management.
  
  - Coordinate offering the following empowerment services for residents *on-site*: employment services; financial literacy; youth education; income tax preparation; education related to economic development; assistance with accessing benefits/entitlements and/or socio-economic support; pre & post homebuyer education/counseling. **Must offer a minimum of three (3) recurring empowerment services per year.**

- Attend and participate in local monthly CST or other community-based collaborative supportive service type meetings.
- Provide referrals to other programs as necessary; to assist and support residents.

Safety/Security

- Work to ensure resident and community safety. Routinely patrol building interiors, exteriors and perimeters; maintain security logs and/or visitor check in/out logs as needed.
- Monitor camera security systems.
- Act as contact for law enforcement agents, obtaining case numbers of incidents occurring on site.
- Provide crisis intervention as needed. Take care of all emergencies that arise to persons in residence, such as fire, medical or any other situation that would constitute an emergency; including negative resident interactions. A list of phone numbers and procedures will be provided for emergencies.

Housekeeping/Maintenance

- Perform light housekeeping and maintenance duties for the interior and exterior of the building, building common areas, offices and restrooms as needed. Coordinate these activities through the RCHA Maintenance Supervisor.
- Establish, maintain, and update various logs and books related to the orderly custodial and building maintenance.

Administrative

- Oversee and operate the on-site office at the New Hope facility. Provide clerical and administrative support. Organize and maintain a variety of files, logs and records; enters a variety of data into computer systems. Maintain tenant files in accordance with regulations.
- Collect and receipt rent to tenants. Transmits collected funds to RCHA main office. Assists with other billing and collection activities; TARS management. Utilizes HDS software.
- Responsible for all tenant-related and compliance reporting; and for compiling a monthly report.
- Attend staff meetings as required. Attends resident manager and other professional development opportunities as required and as available.
- Adheres to confidentiality agreement with residents and other professionals.
- Other duties as assigned by supervisor.

The above represent the major essential and secondary duties of the position. They are not intended to be all-inclusive, but rather a general representation of the duties/responsibilities associate with this position. The Housing Authority reserves the right to change, reassign, or combine job duties at any time to respond to organizational needs and/or as deemed necessary.

SUPERVISORY AUTHORITY

This position supervises the security personnel assigned to this facility.

KNOWLEDGE, SKILLS & ABILITIES (KSA)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Knowledge
1) Knowledge of housing programs – LIHTC, NAHASDA, rental assistance and other affordable housing programs.
2) Possess knowledge and understanding of unique issues related to supportive housing management.
3) Reasonable knowledge of community, social and economic resources to low-income, elderly, disabled, veteran and other high risk clientele; with a particular emphasis on resources as they apply to housing.
4) Knowledge of basic building elements such as breakers, shut off values, use of fire extinguishers, etc.
5) Knowledge of crisis intervention techniques, protocol.

Skills
1) Ability to read and understand technical documents such as federal housing and LIHTC regulations; policies, agreements, etc.
2) Reasoning skills that demonstrate the ability to assess complex issues within the context on on-going Housing Authority requirements and apply correct policy/procedure to variable situations.
3) Strong inter-personal and professional communication skills; verbal and written. Ability to do public speaking/presentations and effectively present information and respond to questions from tenants, applicants, managers, partners, other stakeholders and the general public.
4) Math skills that demonstrate the ability to work with mathematical concepts and fundamentals.
5) Computer literate; ability to utilize and operate a computer and various software programs.
6) Demonstrated ability to do resource leveraging/community networking.
7) Strong organizational and time-management skills.

Abilities
1) Ability to learn and follow regulations, policies, procedures of the Housing Authority.
2) Ability to maintain a high degree of confidentiality – of tenants, organization, staff and Tribe.
3) Ability to work openly and harmoniously with tenants, staff, and external partners.
4) Ability to work with a variety of family circumstances in a respectful and professional manner.
5) Self-motivated; ability to work independently.

QUALIFICATIONS
In addition to the KSAs listed above, we are seeking a candidate who also the following qualifications:
1) Must have a minimum of an Associate’s Degree in Business, Social Work or related field.
2) Housing related education and/or training.
3) Experience in property/resident management.
4) Experience in supportive housing management.
5) Experience in basic building maintenance and custodial/housekeeping.
6) Experience using Housing Data Systems (HDS) software.
7) Previous experience working with Native American/Ojibwe culture and/or diverse populations.
8) Must have a valid driver’s license, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on Housing Authority’s vehicle insurance policy and maintain driver’s eligibility to maintain employment.

PERSONAL CONTACTS: Daily contacts with residents of the New Hope housing community, RCHA staff. Recurring, occasional contact with service providers, partners, law enforcement.

PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, , bend kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the maintenance and/or custodial elements of this job, employee may be exposed to wet or humid conditions; moving mechanical parts, high precarious places (ladders); outside weather conditions; fumes or airborne particles (associated with paint, varnish, floor stripers and other cleaning supplies. The noise level in the work environment is
usually moderate. Building is smoke-free. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings; overnight and out of town, both locally and nationally – infrequently.

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**NOTICES**
Indian preference will be applied in the case of equally qualified applicants; but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

*********************************************************************************************************************************************

**TO APPLY**
Submit the following to the identified. Items **MUST** be submitted in your application package to be considered for this position.

**SUBMIT:**
- Fully completed Red Cliff Housing Application
- Background Investigation Disclosure/Release
- Resume
- Educational Transcripts/Training Certs
- Cover Letter

**SUBMIT TO:**
Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
FAX: 715-779-5044
ATTN: Tanya Wachsmith, HR

**POSTING:** August 25, 2017

**DEADLINE:** September 8, 2017

**FOR FURTHER INFORMATION:** Contact Tanya Wachsmith at 715-779-3744, ext. 103 or via email at twachsmith@redcliffhousing.org.
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<td>20B RICE CRISPIES, BANANA, WG TOAST, PB</td>
<td>21B MALTO MEAL, BLUEBERRIES, WG ENG MUFFI</td>
<td>28B WG FR TOAST, APPLESAUCE, YGT</td>
<td>Skim Milk Served With All Meals 1-2 YRS WHOLE</td>
</tr>
<tr>
<td><strong>S MINI RICCAKES/MILk</strong></td>
<td>S CRACKERS/CHEESE</td>
<td>S ORANGES/TEDDY GRS</td>
<td>S TOASTA CHIP/JUICE</td>
<td>Menu Subject To Change</td>
</tr>
<tr>
<td>L CHIX, BR RICE, YGT, MANGOS, CARROTS</td>
<td>L HAM, BABYEDS, PEAS</td>
<td>L CR BRC/CHEEZ SP, HAM/WG BR, MOJ,</td>
<td>L SWEDISH MEATBALLS, WG PASTA, PEAS, PINEA</td>
<td>S PUDDING/WAFFLE</td>
</tr>
<tr>
<td>S APPLES/PB</td>
<td>PINEAPPLE, WG BUN</td>
<td>S CC/PEACHES</td>
<td>S PUDDING/WAFFLE</td>
<td>S GR CRACKER/MILk</td>
</tr>
<tr>
<td><strong>25B</strong> OATMEAL, APPLES, YGT</td>
<td>26B RICE CHEX, ORANGES, YGT, WG ENG MUFFI</td>
<td>27B HB OATS, STRBERRIES, CC</td>
<td>28B WG FR TOAST, APPLESAUCE, YGT</td>
<td>S PRETZELS/MILK</td>
</tr>
<tr>
<td>S RICE CAKE/MILK</td>
<td>S FR CUP/CRACKERS</td>
<td>S PUDDING/NILLA WAFR</td>
<td>L KIELBASA, BABYR, KRAUT, PEAS, CANTALO</td>
<td>L CHIX QUINOA, GR BEANS, YGT WATERMELO</td>
</tr>
<tr>
<td>L PORK CHOP, BR RICE, BROCC, WGBUN, CANTA</td>
<td>L HAMB WG HD, CARROT/DIP, HONEYDEW</td>
<td>S CHEESE ITS/ MILK</td>
<td>S BANANA/MILK</td>
<td>S HUMMUS/CUCUMBERS</td>
</tr>
<tr>
<td>S PEARS/CC</td>
<td>28B OATMEAL, BLUEBERRIES, MUFFIN</td>
<td>27B HB OATS, STRBERRIES, CC</td>
<td>28B WG FR TOAST, APPLESAUCE, YGT</td>
<td>S PRETZELS/MILK</td>
</tr>
<tr>
<td><strong>S PEARs/CC</strong></td>
<td>S FR CUP/CRACKERS</td>
<td>S PUDDING/NILLA WAFR</td>
<td>L KIELBASA, BABYR, KRAUT, PEAS, CANTALO</td>
<td>L CHIX QUINOA, GR BEANS, YGT WATERMELO</td>
</tr>
<tr>
<td><strong>S PEARs/CC</strong></td>
<td>L HAMB WG HD, CARROT/DIP, HONEYDEW</td>
<td>S CHEESE ITS/ MILK</td>
<td>S BANANA/MILK</td>
<td>S HUMMUS/CUCUMBERS</td>
</tr>
</tbody>
</table>