MINO OSKI AIN DAH YUNG— EVENING FRONT DESK STAFF

**SALARY:** DOQ. Full-time exempt position with excellent benefits. Monday—Friday, 4pm—12am.

**SUMMARY:** Primary responsibilities include providing security and responding to Residents’ needs and enforcing the guest policies at the front desk of Mino Oski Ain Dah Yung, a 42 unit permanent supportive housing program for youth ages 18–24 years old.

**ACADEMIC & PROFESSIONAL REQUIREMENTS:**
A minimum of a high school diploma or GED is required. AA degree in social services, child development, elementary/secondary education or related field preferred.

**KNOWLEDGE, SKILLS & ABILITIES:**
- A minimum of 1 year experience working with youth in a residential, therapeutic, group or classroom setting.
- Excellent organizational and communication (verbally & written) skills.
- Strong people skills and the ability to communicate effectively with a diverse population.
- Must be able to lift at least 40 pounds and ability to climb several levels of stairs.
- Must have experience working with youth with a variety of emotional, personal or social concerns.
- Set up and secure the after hours desk as needed and appropriate.
- Provide corrective interactions around enforcement of Mino Oski rules, policies & procedures.
- Ability to use: Office equipment including telephone systems, multifunction copier, MS Office and Outlook and learn the use of security camera and door system software.
- Establish and maintain positive and appropriate relationships with residents.
- Provide security monitoring of the building inside and out, with rounds several times per shift.
- Respond & provide assistance with emergency situations and crisis intervention including de-escalation and if necessary calling the authorities & appropriate staff.
- Knowledge of the Native American culture, values, and family systems preferred.
- Cognizant and sensitivity to the needs of homeless youth, at-risk families and to the needs of the American Indian Community is a must. American Indian candidates encouraged to apply.

**ADDITIONAL REQUIREMENTS:** Must be at least 21 years or older and pass DHS Background Check.

**CLOSING DATE:** March 27, 2020

If interested, please email cover letter and resumé to Jill Ross at jill.ross@adycenter.org. For more information about the Ain Dah Yung Center, visit us at adycenter.org.