

NATIVE AMERICAN HERITAGE ASSOCIATION
FAMILY SHELTER
405 ST. JOSEPH STREET
RAPID CITY, SOUTH DAKOTA

SUPERVISION AND SECURITY

NATIVE AMERICAN HERITAGE ASSOCIATION'S STAFF AT THE FAMILY SHELTER SHALL CONSIST OF FIVE FULL-TIME PERSONS, 2 PART-TIME PERSONS PLUS SCHEDULED VOLUNTEER HELP FROM THE FAMILIES RESIDING AT THE SHELTER.

MANAGER - FULL TIME POSITION IN CHARGE OF THE TOTAL COMPLEX TO INCLUDE THE FAMILY SHELTER FUNCTION AND CONCEPT, SECURITY AND MAINTENANCE OF FACILITY. ON DUTY DURING DAY TIME MONDAY - FRIDAY AND ON CALL DURING OFF DUTY HOURS.

ONE OFFICE MANAGER - FULL TIME POSITION HANDLING REGISTRATIONS OF FAMILIES ENTERING THE SHELTER PROGRAM, FAMILIES EXITING THE SHELTER PROGRAM, DAILY & MONTHLY SCHEDULES OF VOLUNTEER DUTIES, PUBLISHING NOTICES, ASSISTING FAMILIES OF THE SHELTER WITH ADMINISTRATIVE MATTERS, AND ASSISTANT TO THE MANAGER.

SECURITY - THREE FULL TIME PERSONS ON DUTY AT THE FRONT DESK AREA MONITORING ACTIVITIES INSIDE THE COMPLEX AND ON THE OUTSIDE GROUNDS TO ASSURE THE FACILITY IS FREE OF ANY PROBLEMS. THIS IS RUN IN 3 EACH EIGHT HOUR SHIFTS TO ASSURE THAT THERE IS 24 HOUR COVERAGE OF THE FACILITY MONDAY THRU FRIDAY.

TWO PART-TIME PERSONS WILL THE SAME JOB DESCRIPTION AS ABOVE EXCEPT WITH 2 EACH 12 HOUR SHIFTS SATURDAY AND SUNDAY.

NOTE - NAHA IS INSTALLING (WILL BE READY BY 6/2/01) AN ADT SECURITY MONITORING SYSTEMS THROUGHOUT THE PROPERTY. THERE WILL BE 9 INSIDE CAMERAS IN THE HALLWAYS AND COMMON AREA AND 6 OUTSIDE CAMERAS IN THE FRONT OF THE COMPLEX AND ALLEY AT THE REAR OF THE COMPLEX. ALL CAMERAS WILL BE MONITORED FROM THE FRONT DESK AREA BY SECURITY PERSONNEL.

NAHA HAS SET A CURFEW OF 10:00 PM FOR RESIDENTS OF THE SHELTER. AFTER 10:00 PM THE FRONT DOORS ARE LOCKED.

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