ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
www.oneida-nsn.gov

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE:	Home Chore Worker
POSITION NUMBER:	00261
DEPARTMENT:	Elder Services
LOCATION:	134 Riverdale Rd Oneida WI
DIVISION:	Governmental Services
RESPONSIBLE TO:	Maintenance Supervisor
SALARY:	NE04 $9.27/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	March 7, 2016
CLOSING DATE:	Until Filled
Transfer Deadline:	March 14, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Elder Services Department objectives by performing custodial and basic preventive maintenance and repair duties for the elderly. Ensure that services are provided effectively and efficiently to the seniors of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform minor home repair, light landscaping, and grounds maintenance, utilizing hand tools, a chain saw, riding lawn mower, and other appropriate equipment.
2. Haul firewood using a four-wheel-drive truck.
3. Plow snow.
4. Perform routine maintenance of equipment and machinery.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand; climb or balance; walk; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl; talk and hear; lift and/or move up to one-hundred (100) pounds with assistance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: (Cont.)

3. Work is performed indoors and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is common when using four-wheel drive and snowplow. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may arise. The employee is regularly exposed to fumes or airborne particles, and is occasionally exposed to outside weather conditions.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable Tribal, state, county, or federal laws and regulations regarding workplace safety.
2. Knowledge of basic home repair and maintenance.
3. Skill in small engine repair.
4. Skill in operating and maintaining power hand tools, shovels, rakes, snow blowers, four-wheel drive truck, snow plow, riding lawn mower, and other landscaping and maintenance equipment.
5. Ability to work independently.
6. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
7. Ability and willingness to obtain certification in First Aid and CPR within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
12. A valid driver's license. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**