

# 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



#### **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

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

### **SECOND POSTING OPENED TO ALL APPLICANTS**

**POSITION TITLE:** Community Involvement Coordinator  
**POSITION NUMBER:** 02560  
**DEPARTMENT:** Oneida Housing Authority  
**LOCATION:** W1144 Park Drive, Oneida WI  
**DIVISION:** Development Division  
**RESPONSIBLE TO:** Office Manager  
**SALARY:** NE08 \$12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status)**  
**CLASSIFICATION:** Non Exempt  
**POSTING DATE:** May 10, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** May 17, 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**

This position plans, develops, organizes, and coordinates with other entities by providing community-based services following HUD approved Crime Prevention Program activities. Our intention is to empower our tenants to make positive choices through social, educational, and safe activities. We promote crime prevention in our neighborhoods in hopes of enhancing the quality of life for our people residing in our housing communities. Incumbent must be able to work evenings and weekends. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Participate and assist in the short and long-range planning to include: team goals, objectives, developing, organizing, and coordinating activities, events, and programs.
2. Plan, organize, schedule, implement, promote, and supervise a variety of activities and events to include, but not limited to, after school activities, seasonal programming, summer programs, and special community events for OHA community centers.
3. Provide cultural programming activities as well as general programming activities to OHA participants.
4. Obtain price quotes and order supplies as needed/required by the requisition process.
5. Develop, maintain, and submit reports, notes, travel log, sign-in sheets, and other pertinent documents.
6. Maintain records and prepare statistical reports for the crime prevention program monthly/annually.
7. Maintain supplies and materials to include inspecting weekly, maintain inventory, and inform the supervisor of any repairs, replacement, or fault in equipment. Clean storage area as needed.
8. Monitor the facility for safety. Lock and secure the facility at closing as required.

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**DUTIES AND RESPONSIBILITIES (Cont.):**

9. Work closely with local police department, other agencies, and tribal departments to provide intervention activities to youth and families within Oneida Housing Authority population.
10. Prepare and provide snacks to participants, particularly with the after-school activities as necessary.
11. Work with established educational services; provide homework or tutoring help, utilizing volunteers whenever possible.
12. Work collaboratively with necessary entities; establish volunteer neighborhood watch/tenant patrol programs.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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 use hands; sit, stand, and walk; push/pull, carry and lift up to fifteen (15) pounds; occasionally reach above shoulder level. Work is generally performed in a classroom setting with a moderate noise level.
2. 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 and familiarity with American Indian cultures in general and the Oneida Tribe of Indians in specific.
2. Skill in customer/client relations. This will require the individual to be able to deal with the general public with tact, courtesy, respect, objectivity, and maturity.
3. Skill in operating standard office equipment such as a personal computer, fax, and copy machine.
4. Ability to establish, implement and evaluate to ensure success of the program.
5. Ability to communicate effectively, verbally, and in writing.
6. Ability to be dependable, mature, possess initiative, and self-motivated. Must be able to work with minimal supervision.
7. Experience in planning and coordinating activities for a diverse population required.
8. Must work evenings and some weekends as needed/required.
9. Must be able to implement Oneida culture in educational activities.
10. Must be willing and able to obtain additional education and training.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be CPR and First Aide Certified within ninety (90) days of employment. Must maintain CPR and First Aide Certification during employment.
13. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
14. Must take the Food Handler's Course within thirty (30) days of employment. Must maintain Food Handler's certification during employment.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Tribe 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.
17. A valid driver's license, reliable transportation, and insurance. 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 personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

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

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**MINIMUM QUALIFICATIONS:**

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

1. Associate's Degree in Park and Recreation Management, Criminal Justice, Social Work, or related field; two (2) years of previous experience working with youth, families, and communities; an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED:**

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