

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

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

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

JOB DESCRIPTION

SECOND POSTING OPEN TO ALL

POSITION TITLE: Respite Care Worker
POSITION NUMBER: 00410
DEPARTMENT: Elder Services
LOCATION: 2907 Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Supportive Service Supervisor
SALARY: NE07 \$11.03/Hr
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 15, 2016
CLOSING DATE: Until Filled
Transfer Deadline: November 22, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Provide short-term relief and companionship for family members who are caring for elders. Ensure that services are provided effectively and efficiently to the Oneida Nation Elders. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide four (4) to eight (8) hours of relief to family caregivers who are caring for elders.
2. Provide homemaker services such as light housekeeping, laundry and meal preparation. Assist with limited personal care of client for comfort, cleanliness and grooming.
3. Provide observations, follow-up and concerns on clients to the Elder Abuse Prevention Coordinator/Supervisor.
4. Communicate with other professionals for immediate care needs of elder clients and coordinates such care as appropriate.
5. Ensure accurate recordkeeping and data entry of all services.
6. Maintain professional and technical knowledge by research, attending, educational training's reviewing professional publications and establishing networks with related organizations.
7. Maintain strict confidentiality of all privileged information and department security.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk; stand; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to seventy-five (75) pounds.
3. Work is generally performed in an office or home setting with a moderate noise level. Work is occasionally performed indoors.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

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STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the effects of aging on physical, mental, and emotional development of individuals.
3. Knowledge of economic, health, mental health, security, and leisure issues related to the elder population.
4. Knowledge of the Oneida community, history, and culture.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to exercise independent judgment.
7. Ability to maintain composure during difficult situations such as death and abuse.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
11. Ability to work effectively with the elderly with empathy and enthusiasm.
12. 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.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
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 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.
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.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; one (1) year experience working as a Home Health Aide, Certified Medical Assistant, Certified Nursing Assistant, or related field; and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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