

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

POSITION TITLE: Domestic Violence Cultural Support Staff
POSITION NUMBER: 2706
DEPARTMENT: Family Support Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Prevention Supervisor
SALARY: \$15.00/hour, 24 Hours/week
CLASSIFICATION: Non-Exempt
POSTING DATE: December 14, 2016
CLOSING DATE: December 21, 2016
Transfer Deadline: December 21, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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 will work closely with the Domestic Violence (DV) Women's Advocate and Cultural Wellness Facilitator to implement the goals of the Enhanced Domestic Abuse Services Grant, as well as coordinate the weekly women's cultural groups. This is a grant funded position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Coordinate weekly women's cultural groups including contacting speakers, setting up travel, purchasing supplies and materials, and developing appropriate curriculum and evaluation.
2. Ensure that the necessary facilities, equipment, and materials are available for group sessions.
3. Assist and conducting cultural group sessions to support building on current knowledge and skills in the areas of women's roles, self-care, alternative healing, medicines, women's skills, and life cycles.
4. Assist in recruiting and selecting participants for the program.
5. Conduct evaluation and obtain participant feedback on group effectiveness, material presented, and facilitation style. Reports any difficulties to the supervisor.
6. Maintain contact with participants between group sessions to provide follow-up support if necessary such as reviewing materials and participant needs.
7. Maintain records and reports in accordance with established policies and procedures.
8. Assist with preparing and submitting required reports and plans to federal, tribal funding sources within the required timeframes.
9. Assist with preparing correspondence, narratives, statics, and other documents as required by the program and grantor and report findings to service providers and community members.
10. Maintain up to date knowledge of community resources to provide program-related information to clients.
11. Assure security, confidentiality, and quality services and professional standards at all times.
12. Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. 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 walk and sit; reach with hands and arms.
2. Occasionally stand; lift and/or move up to thirty (30) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
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. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
2. Ability to operate standard office equipment such as copiers and fax machines.
3. Ability to communicate efficiently and effectively both verbally and in writing
4. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
5. Must work well with persons of varied sexual preference, racial, cultural, and socioeconomic backgrounds.
6. Must have excellent organization skills, including planning, prioritizing, and scheduling.
7. Oneida certification on reporting Child Abuse and Neglect within 90 days of employment.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

PREFERRED QUALIFICATIONS:

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

1. Technology of Participants (ToP) Facilitation Certificate is preferred.
2. Knowledge of alternative healing methods is preferred.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Psychology, Sociology, Human Services or related field and/or four (4) years' experience in group work/facilitation, individual work and community cultural resources and services.
2. Knowledge of Oneida language and culture, its values, history and stories are required.

ITEMS TO BE SUBMITTED:

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