

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>

POSITION TITLE: Elder Helper- Half Time
POSITION NUMBER: 01788
DEPARTMENT: Elder Services
LOCATION: 2907 S Overland Rd. Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Office Manager
SALARY: NE03 \$7.53/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 6, 2016
CLOSING DATE: Until Filled
Transfer Deadline: April 13, 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 is responsible to provide excellent customer service, perform administrative duties, and assist in keeping a clean organized environment. Incumbent will answer phones, greet visitors and assist with various elder activities. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer phones and greet visitors.
2. Assist in maintaining inventory and daily maintenance of office equipment.
3. Maintain a professional environment such as organizing and cleaning shelves and keeping bulletin boards up to date.
4. Assist with activities such as Home Delivered Meals and Activities with elders.
5. Perform basic cash handling and clerical duties such as filing, typing, copying.
6. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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 stand, walk and push/pull.
2. Occasionally bend/stoop, squat, lift and carry up to ten (10) pounds.
3. Must be able to use both hands for repetitive movement, simple and firm grasping.
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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Elder Helper

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STANDARD QUALIFICATIONS:

1. Skill in customer/client relations. This will require the individual to be able to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
2. Ability to be dependable and conscientious, possess initiative, self-motivated and capable of working independently with minimal supervision.
3. Ability to read, understand and follow oral and written directions.
4. Ability and willingness to perform routine, repetitive tasks on a continuous basis.
5. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
6. Must be willing and able to obtain additional education and training.
7. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.

PREFERRED QUALIFICATIONS:

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

- 1.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Must be 55 years of age or older.
3. Must be able to type thirty (30) wpm. **(Must take a typing test administered by the Human Resources Department).**

ITEMS TO BE SUBMITTED:

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