

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

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

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

POSITION TITLE: Trainee- Language/Cultural
POSITION NUMBER: 05049
DEPARTMENT: Oneida Nation School System
LOCATION: N7125 Seminary Road Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Language Director
SALARY: NE6 \$15.41/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 26, 2018
CLOSING DATE: Until Filled
Transfer Deadline: January 2, 2019
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

Under direct supervision of the Director, support tribal wide goals and initiatives this position provides an opportunity for individuals to expand the use of the Oneida Language in the community. This position requires speaking the Oneida language, developing materials and learning instructional strategies to expand the instruction of Oneida Language within the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Become a competent speaker of the Oneida Language and knowledgeable of the Oneida culture
2. Learn language teaching methods and demonstrate effective Oneida language teaching methods with small groups.
3. Create Oneida language and culture instructional materials.
4. Work on tribal wide basis to preserve and revitalizes Oneida language with community members and Tribal employees in various departments by providing language classes with individuals and small groups.
5. Submit status reports of language acquisition accomplishment through unit plans and activities.
6. Maintain records of training progress and contacts with various departments and community classes regarding the implementation of Oneida Language lessons.
7. Attend necessary Language and Culture training activities, events and college courses that are appropriate for skill development to obtain an Oneida Nation Language Teacher Certification (or equivalent).
8. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
9. Contribute to a team effort and accomplishes related results as required.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. 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, sit; use hands and arms; and talk and hear. Occasionally stand, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, lift and carry up to ten (10) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 the Oneida Language and Culture.
2. Skill in customer/client relations.
3. Ability to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
4. Ability to work cooperatively with various Tribal programs to provide adequate training time on the Oneida Language and Culture.
5. Ability and willingness to create and maintain an appropriate environment for learning.
6. Ability to attend necessary Language and Culture training activities and events that are determined to be appropriate for Oneida Language and Culture skill development.
7. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity, and maturity.
8. Must complete the Oneida Nation Certification Language Teacher Certification (or equivalent) within three (3) years of employment.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. 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 Nation's Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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.

1. Ability to develop and effectively carry out instructional activities and lesson plans with Tribal programs and community members.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; 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.**
2. **Four (4) current letters of reference.**