

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

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

POSITION TITLE: Lotiwyahtehtha'uhátyehse' Ukwehuwehnéha
(They're continuously going along learning the ways of the Original Human Beings)
(Limited Term Employment Contract)

POSITION NUMBER: 03016

DEPARTMENT: Cultural Heritage

LOCATION: 1250 Packerland Dr, Green Bay WI 54303

DIVISION: Governmental Services

RESPONSIBLE TO: Language Archivist

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: February 4, 2019

CLOSING DATE: February 11, 2019

Transfer Deadline: February 11, 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 Language Archivist, this LTE position is designed to support tribal wide goals and initiatives for expanding the instruction of Oneida Language and Culture. This position requires learning, speaking and eventually teaching the Oneida language using the "Accelerated Second Language Acquisition" teaching methodology, developing materials for the Speak Oneida Apps and learning instructional strategies to continue with teaching. Position is required to archive recorded language sessions and work within areas of Governmental Services Division to transfer training and knowledge to the community and workforce. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee's needs courteously and promptly
2. Be an active participant in the two-year Tsi'Niyukwalihótá initiative.
3. Attend all necessary Language and Culture training activities and events.
4. Learn the "Accelerated Second Language Acquisition" language teaching methodology and gain competency in teaching it.
5. Create and maintain appropriate learning environment when providing language and culture activities.
6. Provide adequate training/practice time when coordinating language and culture with tribal programs and community.
7. Create and demonstrate mini review teaching sessions using the "Accelerated Second Language Acquisition" language teaching methodology.
8. Become a competent speaker of the Oneida Language and knowledgeable of the Oneida culture and history.
9. Within two years acquire the Oneida Language knowledge base needed to pass the entrance test and be accepted into the two-year Oneida Immersion class, Twata'tí', in Oneida Canada.
10. Be trained to convert existing audio recordings of Oneida Language and culture from outdated media formats to digital format. Create schedule and timeline to perform conversions.
11. Search for and create Oneida language instructional materials for future "Speak Oneida" APP's, partnering programs and promotional functions.
12. Learn to use resources such as Oneida dictionary, Oneida language websites, and tribal archives for language acquisition.
13. Continue to progress and pass the language and culture quarterly oral skill measurement tests.

JOB DESCRIPTION

Lotiwyahteha?uhátyehse? Ukwehuwehnéha

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

14. Work within determined Governmental Services positions to bring Oneida Language, Culture and History knowledge to the various departments through demonstrations and content presentations.
15. Maintains dept security, confidentiality, and quality to meet the professional standards of the department.
16. Operate standard recording devices such as digital/cassette recorder.
17. Contribute to a team effort and accomplishes related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. 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 to reach; talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with 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.

STANDARD QUALIFICATIONS:

1. Knowledge of the Oneida Language and Culture.
2. Skill in customer/client relations.
3. Ability to learn and absorb material through accelerated learning methods. Pass oral skills tests and retain learned information.
4. Ability and willingness to create and maintain an appropriate environment for learning.
5. Ability to work cooperatively with various Tribal programs to provide adequate training time on the Oneida Language and Culture.
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. At the completion of the two-year LTE contract employee has the desire and ability to:
 - a. Attend Twata'tí' language immersion program
 - b. Teach Oneida language, culture and history within the organization using the "Accelerated Second Language Acquisition" teaching methodology
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 Tribe'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.

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 Nation.**
2. High School Diploma, HSED Diploma or GED Certification. Applicants age fifty (50) and older are exempt from this requirement.
3. Attendance or experience with Oneida language, ceremonies, or tribal school attendance.