

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



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

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Youth Worker/Student Intern (Ages: 16 to 19)
POSITION NUMBER: 02504
DEPARTMENT: Conservation
LOCATION: N7332 Water Circle Place, Oneida WI 54155
DIVISION: Environmental, Health & Safety
RESPONSIBLE TO: Forestry and Trails Manager
SALARY: NE01 \$10.25/Hr
CLASSIFICATION: Non-Exempt
POSTING DATE: April 20, 2017
CLOSING DATE: April 27, 2017
Transfer Deadline: April 27, 2017
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

Introduce Youth/Student Intern (ages: 16 to 19) to a variety of careers available in natural resources management and culture based environmental education concepts specific to the Oneida Nation. This position will develop skills needed for successful employment and career planning. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Work with natural resource professionals in forestry, water, wildlife, fisheries, and outdoor recreation to become familiar and gain experience with a variety of disciplines and practices such as: maintaining trees and vegetation; participate in wood waste reduction and recycling activities; monitor/control aquatic and terrestrial invasive species; work around, use, and maintain a variety of tools and equipment; participate in environmental outreach.
2. Participate in culture based learning to include environmental concepts through story telling; Oneida language in "nature" vocabulary; and the applicable principles associated with Oneida natural areas.
3. Develop employment and career planning skills such as communication, interpersonal and motivational skills; employment preparedness; and ethics and expectations.
4. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
5. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
6. 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, stand, stoop, kneel, crouch are lift, push, or pull thirty (30) pounds.
2. Occasionally sit; reach; lift and/or move up to fifty (50) pounds.
3. Work is generally performed outdoors. Exposure to natural weather conditions including exposure to heat, cold, rain, snow, wind, bugs, and various dusts and mists may occur while performing outdoor activities. Prolong standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
4. May have to work an occasional evening and/or weekend.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION

Youth Worker/Student Intern

Page 2

STANDARD QUALIFICATIONS:

1. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
2. Must be willing and able to obtain additional education and training.
3. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
4. 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. A valid driver's license. 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 Tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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 youth/student intern between the ages of 16 and 19.