

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



ONEIDA

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

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:
www.oneida-nsn.gov

POSITION TITLE: Elder Services Specialist
POSITION NUMBER: 00969
DEPARTMENT: Elder Services
LOCATION: 2907 Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Office Manager
SALARY: NE04 \$12.74/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 17, 2017
CLOSING DATE: July 24, 2017
Transfer Deadline: July 24, 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

Accomplish the Elder Services Department objectives by coordinating requests for services, assessing requests, and completing follow-up of referrals. Ensure that services are provided effectively and efficiently to the Oneida Nation Elders. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Write request for services, route requests to appropriate resources for delivery of services, and ensure time lines meet the request.
2. Communicate by phone and in person with applicants to discuss needs and explain program restrictions and requirements.
3. Follow-up with elders and supervisors to stay abreast of job progress and scheduling.
4. Ensure services are not duplicated.
5. Maintain computerized records on the number of people served, types of assistance provided, and any other relevant data for Tribal, state, and federal reporting.
6. Prepare correspondence and other documentation as required by program guidelines.
7. Establish and maintain an updated list of alternate resource contacts to service outside Elders as required.
8. Collaborate with internal and external aging agencies ensuring information and referral assistance guidelines are followed.
9. Make recommendation in support of improving department objectives to meet the needs of the Nation's Elders.
10. Attend workshops and meetings to stay abreast of funds, guidelines, and federal regulations.
11. Participate in department staff meetings and outside elderly activities.
12. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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.

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Elderly Services Specialist
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office or home 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. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of records management and basic accounting procedures
3. Knowledge of the Oneida community, history, and culture.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to exercise independent judgment.
6. Ability to maintain composure during difficult situations such as death and abuse.
7. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
8. Ability to work independently with minimal supervision.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
11. Ability to work effectively with the elderly with empathy and enthusiasm.
12. Ability to represent the organization in a professional manner, building respect and confidence.
13. Ability to demonstrate excellence in everything and continually seek improvement in results.
14. Ability to handle multiple tasks and deadlines.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.
19. A valid driver's license, reliable transportation, and insurance. 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 personal and 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.

PREFERRED QUALIFICATIONS:

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

1. CIRS-A certification. Must obtain and maintain CIRS-A within one year 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. Associates Degree in Records Management, Customer Services, Business Administration or related field; one (1) year experience working with computerized data and information; an equivalent combination of education and experience maybe considered.

ITEMS TO BE SUBMITTED:

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