

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
Job Line: 1-800-236-7050

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

JOB DESCRIPTION

POSITION TITLE: Language/Cultural Apprentice
POSITION NUMBER: 02792
DEPARTMENT: Oneida Language Department
LOCATION: 3757 Hillcrest Dr
DIVISION: Oneida Nation School System
RESPONSIBLE TO: Director-Language Department
SALARY: NE03 \$11.58/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 15, 2017
CLOSING DATE: September 22, 2017
Transfer Deadline: September 22, 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

Supports tribal wide goals and initiatives. This position supports ANA Oneida Language Restoration Project goals and initiatives and provides an opportunity for individuals to expand the use of the Oneida Language in the community. This position requires speaking the Oneida language, develops materials and learns 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 within the Oneida Nation School System and other youth programming within the tribal organization
3. Create Oneida language and culture instructional materials.
4. Work on a tribal wide basis to preserve and revitalizes Oneida language with community members and Tribal employees in various departments by providing language classes.
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.
8. Adheres to all Personnel Policies and Procedures and Department Standard Operating Procedures.
9. Maintains confidentiality of all privileged information.
10. Learn to use resources such as Oneida dictionary for language acquisition.
11. Practice the curriculum with Oneida Language Department staff.
12. Learn Oneida language via weekly language classes listening to audio materials, and transcribing audio.
13. Weekly co-teaching with ONSS staff.
14. Attend quarterly focus groups.
15. Observe teachers, conduct lesson/curriculum planning, and confer with colleagues weekly.
16. Research indigenous teaching methods and create teaching materials.
17. Collaborate and shadow Teachers to learn teaching skills and curriculum modules at the ONSS and area schools.
18. Travel as required for ceremonies.
19. Contributes to a team effort and accomplishes related results as required.

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DUTIES AND RESPONSIBILITIES:

20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. 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.
22. Practices excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk ins, operate office machines, etc.
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. Must pass a verbal and written test during the interview.
2. Skill in customer/client relations.
3. Ability to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety days of employment.
4. Ability to develop and effectively carry out instructional activities and lesson plans within the Oneida Nation School System and other Tribal youth programs.
5. Ability to work cooperatively with various Tribal programs to provide adequate training time on the Oneida Language and Culture.
6. Ability and willingness to create and maintain an appropriate environment for learning.
7. Ability to attend necessary Language and Culture training activities and events that are determined to be appropriate for Oneida Language and Culture skill development.
8. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity, and maturity.
9. Ability to develop and effectively carry out instructional activities and lesson plans with Tribal programs and community members.
10. Be willing to obtain On^yote^aka Tsi Nitwaw^not^ Language Teacher Certification or Wisconsin Department of Public Instruction Native Language and Culture Teaching Certificate.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.
15. 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 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.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; and/or equivalent combination of education and experience.
2. Must pass initial On^yote^aka Tsi Nitwaw^not^ curriculum interview exam.

ITEMS TO BE SUBMITTED:

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