

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

POSITION TITLE: Outreach Worker
POSITION NUMBER: 00353
DEPARTMENT: Elder Services
LOCATION: 2907 Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Elder Abuse Prevention Coordinator/Supervisor
SALARY: NE3 \$12.00/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 26, 2018
CLOSING DATE: Until Filled
Transfer Deadline: March 5, 2018
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 encouraging the participation of Oneida Elders in activities supported through the Older Americans Act. Visit elders' homebound, hospitalized, and nursing homes to promote services available. 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. Maintain familiarity with the Older Americans Act (OAA) and stay abreast of activities supported by funding through the Act.
2. Visit Oneida Elders who are homebound, in nursing homes, and hospitalized and provide information to them regarding available services.
3. Post information about OAA activities, ensuring outreach to an optimal number of elders.
4. Provide evidence based trainings for community elders and their families.
5. Provide quarterly evidence based program presentations to community members for participation/recruitment for workshops.
6. Perform annual/renewal assessments with elders to meet their needs and refer them to the appropriate Elder Services program that will benefit them to maintain an independent lifestyle.
 - a. Attempt to improve physical, emotional, and social well-being for elder clients.
 - b. Minimize health and safety risks in the elders' homes by suggesting changes in their environment that will improve the quality of life.
7. Ensure accurate record keeping of all services.
8. Monitor and maintain the Emergency Response System units to include: assisting elders with contract enrolling and disenrolling for services.
9. Report client concerns, observations, and other information to the Elder Abuse Prevention Coordinator/Supervisor as required.
10. Communicate with other professionals for immediate care needs of elder clients and coordinate such care as appropriate.
11. Make recommendations to supervisor in support of improving departmental objectives to meet the needs of the Nation's elders.
12. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
13. Attend community events to provide outreach to community members for the Elder Services Program.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

Outreach Worker

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. 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 sit, walk, stand, and reach with hands and arms. Occasionally stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office or home setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are 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 the effects of aging on the physical, mental, and emotional development of individuals.
3. Knowledge of economic, health, mental health, security, and leisure issues related to the elderly population.
4. Knowledge of available health and welfare resources for the elderly.
5. Knowledge of the Oneida community, history, and culture.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in preparing operational reports.
8. Ability to exercise independent judgment.
9. Ability to maintain composure during difficult situations such as death and abuse.
10. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
11. Ability to work independently and meet strict time lines.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Ability to work effectively with the elderly with empathy and enthusiasm.
15. Ability and willingness to obtain certification in First Aid and CPR within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
19. 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.
20. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. 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. Certified Nursing Assistant.

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. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; one (1) year experience working as a Home Health Aide, Certified Medical Assistant or related field; an 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.**