



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Tribal Aging Unit (TAU) Community Elder Representative		<b>JOB CODE:</b> CMER
<b>GOVERNMENT- EMPLOYEE</b>		<b>EEO:</b> 5
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

The mission of the Community Elder Representative is to assess the needs of Ho Chunk Nation Elders and provide social service/health resource information as requested. The Community Elder Representative serves as a liaison between the Ho Chunk Elders and available resource agencies by keeping attuned to current community health needs.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Monthly assess the needs of the Ho-Chunk Elders and provide them with proper resource agencies for assistance as requested.
2. Respond to transportation request within two (2) hours of notification, ensuring that timely requests are carried out.
3. Conduct home visits to the Elders of your area on a monthly basis.
4. Make appointments for the Elders and assist them in obtaining health or social service appointments on a weekly basis.
5. Keep the Elders updated of any existing or potential environmental health/safety hazards as they arise by contacting them within 24 hours of an occurrence.
6. Clean TAU vehicles completely after each delivery/transport.
7. Complete detailed written reports of transports, chores, home-visits, etc. on a monthly basis.
8. Perform other duties as assigned by supervisory staff as they arise.

### **JOB RESPONSIBILITY**

Job Reports to	TAU Office Manager
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers, interfaces with inside customers.
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor.



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must have a high school diploma or equivalent.

**ESSENTIAL:**

1. Must complete CPR certification.
2. Must adhere to all applicable confidentiality laws.
3. Must maintain a valid driver's license, dependable transportation, and insurance.
4. Must promote a positive, non-abusive, healthy lifestyle.
5. Must attend a cultural sensitivity class and show respect for Elders.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of tribal and non-tribal service resources available to tribal Elders.
2. Knowledge of Native American traditions and nutritional needs of the Elders.
3. Must have knowledge of the Privacy Act and respect confidentiality of the Elders.
4. Must be dependable, energetic, possess initiative, and be self-motivated.
5. Must be empathetic with culture, attitudes, and problems of the Native American community.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Office setting
2. Frequent travel required.