



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Tribal Aging Division Coordinator		<b>JOB CODE:</b> TADC
GOVERNMENT – EMPLOYEE	<b>EEO:</b> 6	<b>PAY GRADE:</b> 13
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 Tribal Aging Unit (TAU) Division Coordinator position provides administrative and accountant support to the Tribal Aging Division Director. This position will assist the TAU Division Director in reviewing the policies and standard operating procedures of the Ho-Chunk Nation Tribal Aging Division to assure compliance within the Division.

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

1. Process and record approximately 350 Elder Energy Assistance requests once per fiscal year as requested by Elder, or more frequently as funds may be appropriated by the Legislature.
2. Monitor NPD and Grant Funding monthly for accuracy, submit budgets one (1) time per fiscal year, and prepare budget modifications when amendments are required by timelines laid out by supervisory or appropriate Treasury staff.
3. Process payroll for TAU personnel weekly and process invoices/journal entries within a week of receipt.
4. Supervise TAU office staff as assigned by the TAU Division Director and verify personnel forms for accuracy once per year for TAU employees before they are submitted to HCN Personnel Department for processing.
5. Review and analyze incoming correspondence daily as received to determine the significance and distribute to correct personnel for action in completing requested task.
6. Plan the National Indian Council on Aging Conference for the Ho-Chunk Elders every two (2) years and plan the Great Lakes Native American Elder Association meeting for all Wisconsin Tribal Elders every two (2) years.
7. Review policies and standard operating procedures with the TAU Division Director twice per year or as revisions are required.
8. Attend, take meeting minutes, and oversee that all paperwork for the TAU Advisory Board is complete one (1) time per month and/or for Special Meetings that are called.

### **JOB RESPONSIBILITY**

Job Reports to	TAU Division Director
Leadership Accountability	Assists in developing policy and strategic plans, implements operation plans.
Supervisory Accountability	Supervises professionals, non-managers, and associates below supervisory level.
Organizational Accountability	Manages work group within a subunit of a department.



Financial Accountability	Manages operating budget, monitors expenditures
Customer Accountability	Interfaces with officials and executives, interfaces with regulatory authorities, 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 an Associate degree – Accounting or business-related and two (2) years' experience OR six (6) years' experience in accounting.

**ESSENTIAL:**

1. Must adhere to all applicable confidentiality laws.
2. Must maintain a valid driver's license, dependable transportation, and proper insurance.
3. Must promote a positive, non-abusive, healthy lifestyle.

**EXPERIENCE:**

1. Experience with grant management, fiscal budgets, development/maintenance of databases, and general supervision.
2. Must have experience with Microsoft Office programs including Word, Excel, Access, Outlook, and Publisher.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Possess good decision making, interpersonal relations, and leadership skills.
2. Ability to communicate effectively both orally and in writing is required.
3. Must be dependable, energetic, possess initiative, and be self-motivated.
4. Must have exceptional organizational skills.

**WORK PLACE RESPONSIBILITY**

1. Maintain a safe and healthy workplace environment.
2. Ensure all policies and procedures are followed.

**WORKING CONDITIONS**

1. Office Setting.
2. Some travel is required.