



Ho-Chunk Nation

Job Description



TITLE: Language Apprentice		JOB CODE: LGAP
Government – Employee	EEO: 5	PAY GRADE: 12
Non-Exempt	No-Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

“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

POSITION OVERVIEW

Acquire the Hoocąk Language and reach the Intermediate-Mid Level of Language Proficiency. Expectation is that graduates will move on from their apprenticeships to become Hoocąk Language resources who may fill instructional positions or other positions which best utilize their talents and expertise.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Apprentices shall engage in activities that lead to the acquisition of the Hoocąk language.
2. Apprentices shall be responsible for learning about the history and culture of the Hoocąk people.
3. Apprentices shall be responsible for engaging in language learning and acquisition activities on a daily basis.
4. Apprentices shall be required to submit weekly evidence of their language learning activities in a format to be determined upon consultation with their direct supervisor.
5. Apprentices shall reach the Intermediate-Mid level of Proficiency by the 3rd (third) year of their Apprenticeship.
6. Apprentices shall be required to undergo proficiency assessments on a quarterly basis.
7. Apprentices shall be required to demonstrate sufficient proficiency progress at all quarterly proficiency assessments based upon adopted Hoocąk Language Proficiency standards.
8. Apprentices shall assist in special projects assigned to the Division as directed by supervisor.
9. Apprentices shall be responsible for attending all required trainings, classes, and meetings as scheduled by Division management and detailed within the Language Apprentice Program Handbook.
10. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside customers
Freedom to Act	Subject to regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a High School Diploma or equivalent.

ESSENTIAL:

1. Valid driver's license, proof of auto insurance coverage, and dependable transportation as a condition of employment.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of Hoocak culture, language, and traditions.
2. Must be computer literate: Computer skills including MS Outlook, MS Word, MS Excel, MS PowerPoint, as well as other software utilized by the Ho-Chunk Nation and the Language Division.
3. Must possess ability to conduct basic research in areas of language acquisition, language revitalization, language teaching and language learning methodologies.
4. Must possess strong verbal and written communication skills.
5. Must possess the ability to work effectively with a wide variety of people in a team environment.
6. Must be self-motivated and demonstrate the ability to work independently.
7. Must possess and maintain a positive and professional demeanor at all times.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. This position is mainly performed in an office setting.
2. Travel will be required with this position.