



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Elder Division Manager		<b>JOB CODE:</b> ELDM
Government – Employee	<b>EEO:</b> 5	<b>PAY GRADE:</b> 13
Exempt	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*

### **POSITION OVERVIEW**

The mission of the Division Manager is to provide Ho-Chunk enrolled Elders (Waksik Xete Worera) age 62 years and older with paid part-time employment up to 20 hours per week in any Ho-Chunk Nation Department that demonstrates a need and desire to host an elder worker. The Division Manager will have the overall responsibility for the Elder Employment Division. This is accomplished by providing exemplary administration, recruitment and program evaluation.

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

1. Coordinate job placement for Elders (budgeted amount of approved budget) within the Ho-Chunk Nation and outside agencies monthly.
2. Maintain open accessible communication with Elder participants and Work Site Supervisors daily..
3. Plan, implement and evaluate the activities, goals and objectives and policies for the Elder Employment Division by June 20 of each fiscal year.
4. Plan, prepare and submit division operating budget as required by timelines established by department Executive Director.
5. Maintain, analyze, evaluate and record data to be used for Division monthly, quarterly and annual reports.
6. Assist Elder participants with coordination of applicable benefits monthly.
7. Schedule and coordinate quarterly meetings with participating Elders.
8. Prepare written monthly reports in accordance with the standards set by the Department.
9. Keep updated information on employment and labor laws, employment rights and Federal, State and Tribal laws including the Ho-Chunk Nation, the Civil Rights Act and the EEOC regulations, and Older Americans Act annually.
10. Establish and maintain program schedule to coordinate social and cultural Elder events two (2) times per year.
11. Develop and implement elder enhancement/training component annually to meet tribal safety requirements.
12. Collaborate with tribal entities to include Tribal Aging Unit Advisory Board to provide Division updates monthly.
13. Perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Ho-Chunk Nation Department of Labor Executive Director
Leadership Accountability	Develop policy, strategic plans for Division
Supervisory Accountability	Supervise and maintain wellbeing of 30 Elder participants



Organizational Accountability	Manage Waksik Xete Worera Division
Financial Accountability	Plan, manage and review monthly budget and expenditures
Customer Accountability	Collaborate with tribal officials and Work Site Supervisors
Freedom to Act	Significant degree of independence, subject to Executive Director approval

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelor of Science Degree in Social Work, Business, Gerontology, Multigenerational Studies, Human Resource, and/or certification in Workforce Development or Tribal Administration or related field is required from an accredited college or university.

**ESSENTIAL:**

1. Valid driver's license, appropriate insurance and dependable transportation is required.

**EXPERIENCE:**

1. One (1) year previous experience as a manager of tribal government or human services.
2. Knowledge and understanding of gerontology ,multi-generational issues, historical trauma, and unique cultural and social aspects relative to Ho-Chunk Nation tribal elders.
3. Must possess genuine desire and patience to work exclusively with Ho-Chunk Elders.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Possess knowledge and background of the Ho-Chunk community service areas.
2. Possess supervisory management, project management and leadership skills.
3. Customer-focused, and dedicated professional with progressive experience and is recognized for exceptional work ethic and commitment to organizational objectives.
4. Demonstrated comfort in dealing with survivors of historical trauma: physical, sexual and emotional trauma; ability to synthesize information and use feedback.
5. Exemplify understanding of professionalism and personal responsibility; ability to respond appropriately to highly emotional or crisis situations.
6. Proven track record in listening to client needs and formulating tactical action plan to achieve results with older adults and the baby boomer generation.
7. Knowledgeable in strategic planning, resource allocation, leadership technique, and production methods.
8. Ability to work in a fast-paced working environment, meets tight schedules and deadlines, and exceeds client expectations.
9. Ability to establish and maintain effective working relationships with tribal, county and local agencies.
10. Ability to conduct trainings and culturally oriented presentations.
11. Ability to collect data, analyze, and prepare and submit Division annual budget.
12. Must possess exemplary oral and written communication skills with in depth capacity to interact with clients at all levels in multiple settings.
13. Ability to speak and or understand the HoCak language and be familiar with Ho-Chunk Culture.
14. Must have genuine concern, patience and understanding of developmental psychological aspects of aging and the elderly.
15. Ability to supervise 30 Elder Workers who are placed in a variety of locations, to include tribal and non-profit local, state and out of state agencies.
16. Ability to travel 50% of the time, to monitor all Work Sites to ensure a safe, positive work environment to all elder workers.



17. Knowledge and background in White Bison Welbriety Movement - Training the Trainer Certifications for example: 12-Step; Mothers, Fathers, Sons, Daughters of Tradition; Mending Broken Hearts; Celebrating Families; Warrior down Recover Coach training or the ability to begin Train the Trainer NAADAC within 12 months.
18. Ability to organize, plan and implement Quarterly Elder Worker/Work Site Supervisor Group sessions to include on- going training, staff meetings and Departmental Work Groups.
19. Ability to monitor and complete weekly Time and Attendance in a proficient manner.
20. Ability to complete all Intake, New Hire requirements in a competent timely fashion.
21. Knowledge of HCN Personnel, ERA, Finance, and Treasury policies, necessary to manage a division.
22. Extensive knowledge of developing, revising, coordinating, and implementing policies and procedures which enforce HCN employment, and workforce development laws in a proficient manner.
23. Must possess strong collaboration and teamwork skills.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Ensure that all elder participants receive appropriate supervision, training to safely complete the goals and objectives set forth in the Division's SOP's manual.

**WORKING CONDITIONS**

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