



Ho-Chunk Nation

Job Description



TITLE: Elder Worker		JOB CODE: ELDW
Government – Employee	EEO: 6	PAY GRADE: 7
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

The mission of Elder Worker is to provide part-time paid positions for Ho-Chunk enrolled elders, 62 years of age and beyond, in collaboration with Ho-Chunk Nation Departments interested in providing a multigenerational experience to include established programs and other project initiatives.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide a variety of job responsibilities and related activities as agreed upon by the worksite agreement which is determined on a yearly basis.
2. Perform and teach various activities using hands on indigenous styles and techniques at least quarterly or upon request from community served as described in worksite agreement.
3. Design activities to create interest and participation from target population monthly.
4. Establish calendar schedule for crafts and activities at designated community site.
5. Utilize department and community resources to promote program activities and attend trainings that would benefit program services to elders and other community members throughout the current fiscal year.
6. Provide monthly activity report to worksite Supervisor and Division Manager.

JOB RESPONSIBILITY

Job Reports to	Department of Labor – Elder Division Manager
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Submit Mileage and/or supply requests
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to regular review from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Enrolled Ho-Chunk member, 62 years and beyond.

ESSENTIAL:

1. Valid driver’s license, appropriate insurance and dependable transportation is required.
2. Preferred qualification may also be included.

EXPERIENCE:

1. None



KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Proper handling of office equipment, and some tools of the trades.

WORK PLACE RESPONSIBILITY

1. Submit Activity Log on a weekly basis.
2. 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. Office Setting.
2. Cultural events indoors and outdoors in all seasons.
3. Some travel is required.
4. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.