



Ho-Chunk Nation

Job Description



TITLE: Outreach Worker-Driver		JOB CODE: OUTR
GOVERNMENT- EMPLOYEE	EEO: 8	PAY GRADE: 8
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

"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 outreach driver is to help reduce hunger and food insecurity for the Elders by delivering home-delivered meals. The outreach drivers deliver food that has high food safety and sanitation standards through the Elderly Nutrition Program. The outreach driver is also responsible for making home visits to socialize with homebound and/or isolated individuals, and providing medical transports and other transport requests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Deliver meals to eligible homebound individuals and serve as a liaison to provide Elders with community resource agencies at least 4 days per week.
2. Daily comply with food safety and sanitation procedures during food preparation including home delivered meals
3. Complete home visits and wellness checks of each home-delivered Elder meal recipients at least once per week.
4. Complete detailed monthly reports of home-delivered meals, transports, chores, etc.
5. Performs daily cleaning and sterilization of vehicle, delivery bags/totes and any other equipment used for delivery of meals.
6. Attend staff meetings and training sessions as assigned by the TAU Office Manager and/or Director.
7. Displays a responsible and professional manner in promptly responding to all requests, complaints and problems that Elders may address with them during visit, meal delivery or during transport.
8. Provide a monthly newsletters of relevant, updated information that is pertinent to the Elders.
9. Perform other duties as assigned by TAU Office Manager and/or Director.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
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. Possess a high school diploma or equivalent (GED/HSED).

ESSENTIAL:

1. Preferably Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language.
2. Valid driver's license, dependable transportation, and proper insurance.
3. Must promote a positive, non-abusive, healthy lifestyle.
4. Must complete CPR certification.
5. Must adhere to all applicable confidentiality laws.
6. Must attend a cultural sensitivity class and show respect for Elders.

EXPERIENCE:

1. Experience in working with Elders and community resource agencies.
2. Willingness to work with Elders and their families.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of Native American traditions and nutritional needs of the Elders.
2. Must have knowledge of the Privacy Act and respect confidentiality of the Elders.
3. Must be dependable, energetic, possess initiative, and be self-motivated.
4. Preferably proficient in Microsoft Word, Excel, and Outlook.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Kitchen and office setting.
2. Travel required.