



# Ho-Chunk Nation

## Job Description



|  |               |                            |
|--|---------------|----------------------------|
| <b>TITLE:</b> Tribal Aging Unit Office Manager |               | <b>JOB CODE:</b> TAUO      |
| GOVERNMENT- EMPLOYEE                           | <b>EEO:</b> 6 | <b>PAY GRADE:</b> 12       |
| 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**

This position is responsible for the numerous aspects of the day to day operations of the Tribal Aging Unit (TAU) mealsite.

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

1. Oversee the efficient operations of the mealsite on a daily basis.
2. Assist TAU Division Director in special projects assigned to the Division monthly.
3. Coordinate Elder requests for transportation for assigned area within 48 hours of Elder request.
4. Order and maintain office supplies/equipment on a monthly basis.
5. Maintain mealsite department files and employees' personnel files, maintain flow of employee information/documentation to and from the TAU Division Director monthly.
6. Maintain the inventory control system on a weekly basis.
7. Supervise assigned TAU mealsite staff and provide annual performance reviews.
8. Complete monthly and annual reports for the mealsite.
9. Provide leadership and exercise supervisory responsibility over assigned staff on a daily basis.
10. Perform other duties as assigned by TAU Division Director.

### **JOB RESPONSIBILITY**

|                               |  |
|-------------------------------|--|
| Job Reports to                | TAU Division Director  |
| Leadership Accountability     | Implements operating plans.  |
| Supervisory Accountability    | Supervises associates below supervisory level.   |
| Organizational Accountability | Manages work group within a sub-unit of a department.  |
| Financial Accountability      | Monitor expenditures.  |
| 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. High school diploma or equivalent.
2. Associate Degree preferred.

**ESSENTIAL:**

1. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust.
2. Valid driver's license, dependable transportation, and proper insurance.
3. CPR certification required.
4. Must promote a positive, non-abusive, healthy lifestyle.
5. Must attend a cultural sensitivity class and show respect for others.

**EXPERIENCE:**

1. Experience in office management.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must adhere to all applicable confidentiality laws.
2. Proficiency in Microsoft Word, Excel, and Outlook.
3. Possess good decision making, interpersonal relations, and leadership skills.
4. Ability to communicate effectively both orally and in writing.
5. Must be dependable, energetic, possess initiative, and be self-motivated
6. Must have exceptional organizational skills.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Office setting.
2. Some travel required.