



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> COMMUNITY OUTREACH SPECIALIST		<b>JOB CODE:</b> COOS
GOVERNMENT - EMPLOYEE		<b>EEO:</b> 5
NON-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**

Assist General Manager as requested. Work with tribal members giving transports and referrals to Ho-Chunk Nation and local community resources.

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

1. Responsible for maintaining up-to date resource/referral information quarterly.
2. Assist with coordinating/preparing for all community and/or facility meetings and activities with preparing information for monthly reports to supervisory personnel monthly.
3. Assist with providing comprehensive documentation of all activities and contacts in appropriate software systems, providing regular accounting and financial maintenance to include but not limited to invoice processing and utilizing purchase order to purchase needed supplies monthly.
4. Maintain Community-based records; to include but not limited to legislative minutes, area meeting minutes, and community demographics monthly.
5. Assist with providing general, resource, and referral information regarding various community support services with assisting developing and maintaining collaborative Ho-Chunk Nation, State, County, and local community networks throughout the year.
6. Assist with maintaining office hours that promote the facilitation of service deliver by various resources, and recommendations to supervisory personnel in the development of program and quality improvement activities throughout the year.
7. Provide transportation and other off-site community support as required or directed by supervisory personnel weekly.
8. 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 outside and inside customers
Freedom to Act	Subject to regular review by supervisor



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School diploma.
2. Associate's degree preferred.

**ESSENTIAL:**

1. This position requires a complete Criminal Background Investigation.
2. Must become a notary public and maintain throughout employment.
3. Valid driver's license and proper insurance required.

**EXPERIENCE:**

1. Three (3) years' work experience in office setting or community based service.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of Ho-chunk Nation, State, County, and local community resources preferred.
2. Strong oral and written communication skills
3. Exceptional customer service and interpersonal skills.
4. Proficiency with office computer equipment and software.
5. Strong time management, organizational, and teamwork collaboration skills.

**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. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lifts, and climb.
2. Must have visual acuity, eye-hand coordination, and ability to hear verbal interaction.
3. Must be able to lift up to 10 pounds.