

POSITION DESCRIPTION

POSITION: Elderly Chore Services Worker
LOCATION: Housing
SALARY: \$12.00
Negotiable With Experience
Reports to: Housing Inspector

POSTING DATE: 2-10-21
CLOSING DATE: 2-17-21
PAY GRADE: 3

GENERAL RESPONSIBILITIES:

To perform chores for elders who can no longer handle such work. This may include yard work, cleaning, lifting heavy objects, timely snow removal and grass cutting and other miscellaneous chores. Works under the direct supervision of the Stockbridge-Munsee Division of Community Housing.

DUTIES:

Responsible to do daily checks for posted work orders and complete requests on a timely basis

1. Responsible to provide complete chore service for elders in the community, but not limited to:
 - A. Shovel snow from sidewalks, ramps and porches, gas tanks, mailboxes
 - B. Plow driveways and designated areas (parking lot).
 - C. Salt/sand driveways
2. Will remove garbage from elders homes and take to the pickup site.
3. Perform and log preventive maintenance on all Equipment and vehicles including other power tools, but not limited to:
 - A. Check fluids and for parts replacement
 - B. Wash exterior, vacuum and clean interior
 - C. Inspect and report needed repairs and inform manager of all problems
 - D. Operate power and hand tools- power saw, drill, skill saw, sockets, hammer, pliers, etc....
 - E. Wear personal protective gearResponsible to haul firewood, and wood pellets when available into the home of the elders.
4. Responsible to report to the Elderly Manager any further investigation and referral needs and conditions which may be hazardous for elders.
5. Responsible for minor home maintenance such as but not limited to:
 - A. Clean ceiling fans
 - B. Change light bulbs
 - C. Wash walls
 - E. Wash windows (interior & exterior)
 - F. Arrange, assemble furniture

G. Haul items to storage (appliances/furniture) in service area, pickup & delivery of purchases/donations

6. Responsible to complete accurate vehicle mileage logs, monthly vehicle inspections and other weekly activity reports; submit to the Manager for reporting to be compliant with funding sources.
7. Must maintain an acceptable departmental attendance record.
8. Supervision and training Summer Youth, TANF, and Senior Training Program workers.
9. Must be able to work odd hours, some nights and weekends.
10. Assist the Medical Transport Department, when approved.
11. Landscaping – including mowing, trimming, yard clean up, hauling fallen limbs & brush, clean gutters, and till garden spots.
12. Assist at program special events.
13. Must be willing to work with the maintenance workers and share duties when needed.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
20. Responsible to report all accidents, driver infractions and/or mechanical problems to management and to Mohican Nation Insurance office no later than 24 hours following the event.

QUALIFICATIONS:

1. Must have high school diploma or GED required
2. Must be sensitive to the needs of elderly population and possess the ability to communicate with elderly and other resource people. Must be able to work with the general public in a professional manner.
3. Must be able to follow verbal and written directions.
4. Must be available to work weekends and holidays,
5. Must be physically able to perform chore services, to include lifting up to 50 pounds.

6. Must be able to operate a snowplow, lawn mower, and weed eater, leaf blower and other power tools.
7. Must be dependable.
8. Must have good oral communications and writing skills.
9. Must submit and pass a background security check to meet the Elder Youth License Requirements as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
10. Must maintain a high degree of confidentiality
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be able to meet physical requirements of position.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to fifty(50) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

**SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N 8705 Moh He Con Nuck Road
Box 70
Bowler, WI 54416**

**WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREENING
AND REMAIN DRUG FREE**

Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised Position: 9-11-06, 11/4/10

Tribal Council Approved:9-11-06

Tribal council approved: 11-16-10

Tribal Council Approved:7-20-12

Exec Dir HR Approved 7-22-1

Apply online at: [www. Mohican.com](http://www.Mohican.com)