



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION: Community Services Worker
LOCATION: Mohican Family Center
SALARY: \$15.00 **Negotiable**

POSTING DATE: 9-16-22
CLOSING DATE: 9-23-22
Pay Grade 3

Reports to: Family Services Manager
Full Time

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: The Community Services Worker will be a team member with other Community Services Workers to carry out the goals and objectives of the Family Services Youth Education program. The worker will work with K-12th grade youth and will be responsible to help implement all aspects of the youth programming, including health, education and cultural components. Will work cooperatively with all Community Services Workers, under the direction of the Family Services Manager

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. Will plan, organize and implement substance abuse prevention strategies with the Community Services team to support all components of youth programming as needed for meeting work plan outcomes, Will provide a variety of activities and learning experiences for youth, including opportunities to explore alternative drug-free areas of interest, promote healthy goals and approaches involving family and the community.
2. Will chaperone youth field trips, help ensure proper preparation for trips and observe emergency precautions during trips.
3. Will have to prepare and serve daily snack/light suppers. Clean kitchen and prep space when done.
4. Will work with other Community Services staff to implement culturally relevant teachings. Promoting the understanding that culture is prevention.
5. Will regularly provide and participate in opportunities to gather feedback from youth about the direction of their youth program.



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6. Responsible for referring youth to appropriate services, through Family Services Program Manager, as needed.
7. Must be able to perform, basic math skills.
8. Responsible for acquiring and interpreting statistical data to be used for reporting to the State, SAPSIS requirements
9. Responsible for submitting all necessary reports monthly and semi-annually.
10. Must help with all areas of the youth services program when needed.
11. Assist with completing all grant components
12. Will assist in the responsibility to maintain the general cleanliness and staff operations of the tribal youth van and Youth Education program room.
13. Provide monthly educational, information articles, pictures of youth and families to the Family Services Monthly newsletter in accordance to grant requirement
14. Will report any maintenance concerns regarding the youth vehicle to the Property Manager including scheduling of oil changes etc.
15. Must present as a drug-free, violence-free role model and/or mentor to youth during activities and while on field trips.
16. Must maintain confidentiality.
17. Must maintain an acceptable departmental attendance record.
18. Must be reliable and prompt when reporting to work.
19. Must be able to work evenings and weekends, with flexibility.
20. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
21. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
22. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
23. 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.

QUALIFICATIONS:

1. Must have High School diploma or GED. Prefer a minimum of 1-year experience working with youth.
2. Good communication skills, oral and written, are required. Must have good organizational, and leadership skills.
3. Prefer demonstrated experience and knowledge in making of dance regalia, native dance, and established native teachings which promote wellness and balance.
4. Knowledge of Native American cultural values/history is necessary. Knowledge of Mohican history, culture and experience is preferred.



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5. Must have a demonstrated ability to work with youth and be able to model positive redirection.
6. Must have basic math skills.
7. Must submit and pass a background security check to meet the Elder/Youth License Requirement 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.
8. Must be willing to attend all applicable training.
9. 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.
10. Must be eligible for coverage under the employer's liability insurance.
11. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
12. Must be able to meet physical requirements of position.
13. 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.
14. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL WORK REQUIREMENTS/WORK ENVIRONMENT

1. Frequently stand; use hands/arms.
2. Occasionally sit, stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
3. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
4. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
5. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

**Human Resource Department
Stockbridge-Munsee Community
W12635 Cty Rd A
Box 70
Bowler, WI 54416**



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The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. 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 Policy 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.

Tribal Council Approved: May 4, 2010

Exec Dir Hr Approved: 7-08-14

TC Approved: 8-21-18-12-4-18

6-30-15

3-11-16