



<b>Community Worker Employee Job Description</b>
<b>Position Title:</b> Community Worker
<b>Position ID #</b>
<b>Facility:</b> Sand Lake Community
<b>Job Family:</b> Community Worker I <b>Comp Grade:</b> C (\$12.13 - \$16) DOQ <b>Status:</b> FT 32 hours

**Position Summary:**

Plan and coordinate community activities, clean up, snow removal, garbage removal etc. This position coordinates and helps bring resources to community members when special situations arise.

**Essential Functions:**

Plan and organize activities as well as interact with community members of all ages. Coordinate with community members to ensure that their basic needs are met. Ensuring that proper resources are available when elders or other community members are temporarily or permanently unable to care for their home or their yard.

**Community Worker Duties:**

- Preparing other community workers schedules and provide oversight
- Answer phone and take messages for staff that are busy or in meetings.
- Clerical duties include but not limited to typing, filing, copying and mailing.
- Light housekeeping (indoors and outdoors).
- Outdoor duties include grass cutting and dropping wood to client in *emergency situations*.
- Planning and organizing files and activities for community members.
- Cooking and meal planning when needed.
- Seasonal community activities - examples include (not limited to): Christmas party and Halloween party.
- All and any other duties assigned by supervisor.

**Note:**

**Supervisory Responsibilities:** N/A

**Directly Reporting to:** N/A

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Type of Supervisory Responsibilities:** N/A

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Scope and Complexity:**

Interacts with all levels of management, employees and community members; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors: OE-Typical Office Environment**

- Requires extensive sitting, standing and walking. (depending on activity)
- May be required to lift up to 50 pounds.
- Requires significant use of computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Require off-site travel.
- Must be willing to work nights and some Saturdays

**Minimum Qualifications**

- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Must have valid Driver's License

**Preferred Qualifications:**

- High School Diploma, General Education Diploma, or High School Equivalency Diploma
- Food safety certification must be obtained within 90 days of hire date.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.