



<b>Community Worker Employee Job Description</b>
<b>Position Title:</b> Seasonal Community Worker III (3 positions)
<b>Facility:</b> Sand Lake Tribal Community/Center
<b>Job Family:</b> Community <b>Comp Grade:</b> G-2 (DOQ Starting \$15.05) <b>Status:</b> FT

**Position Summary:**

This position provides an opportunity to learn and apply basic wood cutting and minor construction practices.

**Essential Functions:**

Clearing down timber and generating firewood for wood-burning heating systems for community members. Maintenance duties necessary to assist community center and members with general upkeep. Maintain community members homes, driveways, and sidewalks during the winter season. Assisting with general carpentry duties at the direction of the Tribal Administrator.

**Community Worker Duties:**

- Maintenance duties both indoors and outdoors;
- Cutting grass and clearing brush to maintain area;
- Clearing, cutting, and splitting wood;
- Operating dangerous equipment such as chainsaws and splitters;
- Operating heavy equipment such as plow truck or snow blower;
- Inventory, track, and maintain equipment;
- Learn and apply all safety practices;
- All and any other duties assigned by supervisor.

**Note:**

**Supervisory Responsibilities:** N/A

**Directly Reporting to:** Tribal Administrator

**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 Tribal Administrator, Community Coordinators, 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 ability to work in various inclement weather conditions;
- Requires extensive standing and walking. (depending on activity);
- May be required to lift up to 50 pounds;
- Needs adequate visual acuity, ability to grasp and handle objects;
- Need ability to communicate effectively and work well with others;
- Ability to move body in lifting and twisting/turning motions;
- Ability to climb, lift, and jump;
- Require off-site travel.

**Minimum Qualifications**

- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- High School Diploma, General Education Diploma, or High School Equivalency Diploma
- Valid driver’s license, insurable, and reliable transportation.

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.