



<b>Community Worker Employee Job Description</b>
<b>Position Title:</b> Sand Lake Community Worker – LTE (Limited Term Employment)
<b>Position ID #</b>
<b>Facility:</b> Community Center – Sand Lake Government
<b>Job Family:</b> Community Worker I <b>Comp Grade:</b> C-1 <i>(DOQ starting \$12.13)</i> <b>Status:</b> FT

**Position Summary:**

Plan and coordinate Yard work, Community properties well as interact with community members. This position coordinates resources to community members when special situations arise.

**Essential Functions:**

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:**

- Seasonal community activities – Assist with set up and clean after event. Examples include (not limited to): Christmas party and Halloween party.
- Planning and organizing files and activities for community members.
- 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.
- Cooking and meal planning when needed.
- Light housekeeping (indoors and outdoors).
- All and any other duties assigned by supervisor.

**Note:**

**Supervisory Responsibilities:** N/A

**Directly Reporting to:** Community Coordinator

**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 Community Coordinator 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 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.
- Require off-site travel.
- Must be willing to work nights and some Saturdays

**Minimum Qualifications**

- 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.

**Preferred Qualifications:**

- High School Diploma, General Education Diploma, or High School Equivalency Diploma
- Valid driver’s license 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.