



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Personal Chore Worker (3 Part-Time)
SUPERVISOR: Chores Services Supervisor
LOCATION: Aging & Long Term Care
POST DATE: February 28, 2019
CLOSING DATE: March 14, 2019

General Description: A Chore Service Provider (Personal Chore Worker) is an individual who performs tasks, which may include respite, homemaking in order to provide a clean, safe home environment. Chores Service Workers must be able to communicate effectively with individuals who have memory problems or personality disorders. Chores Service Workers are expected to tolerate unpleasant work environments. Chores Service workers also provide transportation to appropriate locations. All chores are assessed and delegated by a community Health Nurse or Senior Center Chores Services Supervisor.

Qualifications: High school diploma or equivalent is required. Must obtain CPR/First Aid certification within 6 months of hire. Must be able to pass criminal background screening. Must possess and maintain a valid Wisconsin's driver's license and liability insurance.

Salary: \$9.00-\$10.00 per hour/ Dependent upon qualifications (29 hrs. week)

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Personal Chore Worker

B. DEPARTMENT: Aging & Long Term Care

C. SUPERVISOR'S TITLE: Chore Services Supervisor

D. DESCRIPTION OF DUTIES: A Personal Chore Worker is an individual who performs tasks, which may include respite, homemaking in order to provide a clean, safe home environment. Personal Chore worker will provide or coordinate transportation to appropriate locations. Assessments are completed and eligibility is determined by Aging & Long Term Care staff. . The specific tasks or duties include but are not limited to:

1. All assigned tasks are based on individual needs.
2. Provide or Coordinate transportation to/from non-emergency medical appointments, shopping and errands with available resources
3. Food preparation
4. Household chores: laundry, recycling and cleaning (dishes, dusting, windows)
5. Document tasks/chores performed for individual clients daily and signed by client every 2 weeks.
6. Minor household repairs, Painting interior/exterior.
7. Home health care services can be implemented depending on Personal Chore Workers' experience
8. Lawn care as needed, Shovel sidewalk, pathway as needed.
9. Complete and submit chore service forms that are signed by client to the chores Services Supervisor.
10. Create a schedule for your clients.

E. POSITION RELATIONSHIPS:

1. **Internal:** Aging & Long Term Care Department
2. **External:** Various community resources depending on clients' needs

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Senior Center Chores Services Supervisor

H. EDUCATION: High school diploma or equivalent required.

I. EXPERIENCE: Life experience or previous job experience.

J. SKILLS: Caring and empathetic attitude toward the physically or developmentally disabled and elderly. Effective interpersonal communication and organizational skills.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in the home or in the community
2. **Exposure to Hazards:** Cleaning chemicals and potential for injury while lifting
3. **Physical Requirements:** Must be able to lift fifty pounds and stand, walk and assist the clients with all needs required.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Personal Chore Worker to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Must obtain CPR/First Aid certification within 6 months of hire. Maintain standards and ethics. Criminal background check required applicable to the job description. Must possess and maintain a valid Wisconsin driver's license. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Employee

Date

Manager

Date