



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **CHORES Worker (1 Part-time position)**
SUPERVISOR: Aging & Long-Term Care Director & CHORES Supervisor
POST DATE: April 17, 2024
CLOSING DATE: May 1, 2024

General Description: The primary responsibilities of this position are to perform homemaking tasks, provide companionship to Elderly frail clients and provide respite for caregivers. The goal of the CHORES worker is to provide a clean, safe home environment and help in reducing Elder isolation. CHORES Workers must be able to communicate effectively with individuals who have memory problems, hearing loss or comprehension difficulties. CHORES Workers are, at times, expected to tolerate unpleasant work environments. All clients are assessed and delegated by a Community Health Nurse and Aging & Long-Term Care Director, CHORES Supervisor. All assigned tasks are based on individual needs and abilities.

Qualifications: High school diploma or equivalent is required. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$14.00/hr. Part-time position 29 hours per 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 requested via phone or email and 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: Aging & Long-Term Care & CHORES Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position is to perform homemaking tasks, provide companionship to Elderly frail clients and provide respite for caregivers. The goal of the CHORES Worker is to provide a clean, safe home environment and help in reducing Elder isolation. CHORES Workers must be able to communicate effectively with individuals who have memory problems, hearing loss or comprehension difficulties. CHORES Workers are, at times, expected to tolerate unpleasant work environments. All clients are assessed and delegated by a Community Health Nurse, Aging & Long-Term Care Director, or CHORES Supervisor. All assigned tasks are based on individual needs and abilities. The specific tasks or duties include but are not limited to:

DUTIES

1. Provide or coordinate transportation to/from non-emergency medical appointments, shopping and errands with available resources.
2. Household chores such as laundry, washing dishes, sweeping, mopping, vacuuming, dusting, windows, etc.
3. Assist with meal preparation and clean up.
4. Provide companionship
5. Attend required trainings.
6. Report any change of condition of the client to supervisor.
7. All other duties as assigned.

RECORD KEEPING

1. Provide or coordinate transportation to/from non-emergency medical appointments, shopping, and errands with available resources.
2. Record all tasks completed for client on a bi-weekly basis.
3. Schedule appointments with client.

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: Aging & Long-Term Director or CHORES Supervisor.

H. EDUCATION: High school diploma or equivalent required

I. EXPERIENCE: Life experience or previous job experience

J. SKILLS:

1. Caring and empathetic attitude toward the Elderly.
2. Effective interpersonal communication with individuals with frailty, hearing loss, and comprehension difficulties.
3. Organizational skill to schedule multiple clients
4. Flexibility to change schedule based on client's health.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in the client's home or in the community
2. **Exposure to Hazards:** Cleaning chemicals.
3. **Physical Requirements:** Must be physically able to perform household chores.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the CHORES 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: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. WI Driver's license, liability insurance and must be insurable. Must obtain CPR/First Aid certification within 6 months of hire. 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**

Previously signed _____
Tribal Administrator **Date**

Previously signed _____
Human Resources Director **Date**