

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resources Department  
909 Packerland  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>

### SECOND POSTING OPEN TO ALL APPLICANTS

**POSITION TITLE:** Y.E.S. Specialist  
**POSITION NUMBER:** 00968, 01212, 1213A, 01214, 01215  
**DEPARTMENT:** Youth Enrichment Services (Y.E.S.)  
**LOCATION:** N7210 Seminary Rd. Oneida WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Y.E.S. Manager  
**SALARY:** NE12 \$17.76/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** January 23, 2012  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** January 30, 2012  
**Proposed Start Date:** As Soon As Possible

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### POSITION SUMMARY

This position will assist in the educational advancement of Native American youth in the communities surrounding the Oneida Nation. Establish a tutorial relationship with Native American youth aiding them in homework completion, basic and remedial skill development, and college preparation. Continuation of this position is contingent upon funding allocations.

### DUTIES AND RESPONSIBILITIES:

1. Teach/tutor core academic and/or remedial skills to students emphasizing deficiencies in math and science.
2. Develop tutoring sessions that include individuals and small groups addressing remedial skills and curriculum modification.
3. Oversee structured individual and small group tutoring sessions with Middle and/or High School youth.
4. Integrate basic study skills and organization lessons to prepare youth for entry level college work.
5. Develop curriculum for skills development in cooperation with Tribal education programs and school personnel.
6. Learn and incorporate the forty (40) Developmental Assets, Oneida Language and Culture in daily interaction with youth.
7. Evaluate youth academic needs and abilities. Develop plans to build the identified academic needs utilizing school and Oneida community resources.
8. Maintain, monitor and document tutoring records, progress reports and academic success. Utilize computer skills to develop system of communication to provide information regarding the youths' progress to parents, Y.E.S. Program, community and school.
9. Conduct meetings with Parent/Guardian(s), school personnel and Y.E.S. Youth Advocate to review academic and social progress and/or concerns.
10. Participate in Y.E.S. yearly planning sessions to evaluate previous work strategies, to assess and evaluate the priorities and services to be provided in the future.
11. Assist in planning and coordinating events to include, but not limited to, community events, award ceremonies, maintaining Partnerships Program, summer program and parent meetings.
12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and co-workers needs courteously and promptly.
13. Contribute to a team effort and accomplish related results as required.

## **JOB DESCRIPTION**

### **YES Specialist**

#### **Page 2**

#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand, walk, bend/stoop, kneel and balance.
2. Occasionally squat, crawl, climb heights, reach above shoulder level, crouch, push/pull, carry and lift up to twenty-four (24) pounds.
3. Employee must use repetitive movements of both hands.
4. Work is generally performed in an indoor and outdoor setting with a high noise level.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of or willing to learn about the Oneida history and culture.
2. Knowledge and experience working with a personal computer.
3. Excellent organizational skills. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
4. Well-developed interpersonal skills are required promoting tact, courtesy, respect, objectivity, maturity, and patience while interacting with a wide variety of personalities.
5. Ability to complete Oneida Certification on Reporting Child Abuse and Neglect Reporting is required within three (3) months of employment.
6. Ability to work as a mentor to students by serving as a positive role model.
7. Ability to develop and carry out instructional lesson plans.
8. Ability to work flexible hours including evenings and weekends.
9. Ability to work cooperatively with all school personnel and community programs in addressing the needs of the youth.
10. Ability to be sensitive and receptive to the unique needs and learning styles of Middle and High School aged Native American students.
11. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
12. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must complete Blood Borne Pathogen Training.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
18. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

**JOB DESCRIPTION**

**YES Specialist**

**Page 3**

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Education or closely related field from an accredited college or university; one (1) year of successful experience in teaching/tutoring math and science to Middle and/or High School youth; one (1) year successful experience in curriculum development; and/or a combination of education and experience.
2. A Wisconsin Middle/Secondary or Secondary Education Teaching Certificate is required within one (1) year of employment. Must maintain the Wisconsin Middle/Secondary or Secondary Education Teaching Certificate during employment.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**