

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2017 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

Chores Services Worker

One (1) part-time (24-29 hours/week), Non-Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
 - Qualification Sheet
 - Reference Sheet (provide three unrelated references)
 - Copy of valid, unrestricted Driver's License
 - Copy of High School Diploma, GED, or High School Certificate of Completion
- OR**
- If you are a KBIC member working towards obtaining your GED, you must provide verification
 - If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
 - If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: September 7, 2017

Closing Date: Open Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

CHORES SERVICES WORKER

Part-time (24-29 hours/wk), Non-Exempt position

LOCATION:

KBIC Housing Department
Baraga, Michigan

SUPERVISORY CONTROL:

Resident Services Coordinator

SALARY:

Grade 3 (minimum starting wage = \$9.80/hr)

REQUIRED QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be able to lift up to 50 pounds unassisted.
- Must be able to work well with others; previous experience working with the elderly is preferred.
- Possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and a Pre-Employment Physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

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DUTIES AND RESPONSIBILITIES:

1. Wash walls and ceilings.
2. Clean ovens, stoves, dishes, and floors.
3. Clean bathrooms.
4. Wash inside and outside windows.
5. Shampoo carpets and furniture.
6. Dispose of garbage, paper, trash, and other waste materials.
7. Perform seasonal maintenance on the resident's property.
8. Remove snow and ice, and salt sidewalk, if needed.
9. Change and install light bulbs.
10. Perform maintenance on smoke alarms.
11. Change and install furnace filters.
12. Perform essential shopping for residents, as needed.
13. Other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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Qualification Sheet

Name: _____

POSITION: **Chores Services Worker**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below.*

Must be able to lift up to 50 pounds unassisted.

Must be able to work well with others; previous experience working with the elderly is preferred.

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