

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Bad River Tribal Community Assessment Survey Field Staff (2)

**Department:** Planning Department

**Hourly Rate:** \$17.00 (*Limited Term 8 weeks / 2 positions*)

**Exempt:** No/ Hourly

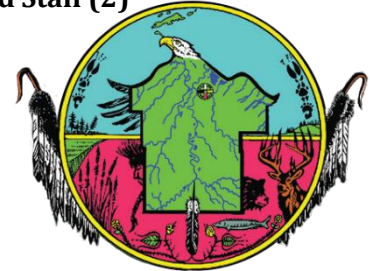
**Supervisor:** Public Safety Director

**Posting Date:** Public

**Opens:** September 8, 2022

**Closes:** September 22, 2022 at 4:30 PM

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**Summary:** The Bad River Tribal Community Assessment Survey Field staff will accurately and professionally assist residents of households within the boundaries of the Bad River Reservation in completing the Tribal Community Assessment Questionnaire. The Bad River Tribal Community needs Assessment project is being conducted by the Bad River Tribe and is a limited-term employment opportunity.

**Essential Duties and Responsibilities** include the following.

- Each field staff member will be responsible for visiting homes within prescribed assignment areas. Field staff members are expected to work 30 to 40 hours a week for 8 weeks until all homes have been visited according to survey protocol.
- Residents of the Bad River Reservation who are familiar with its various communities will be a great resource for this project.
- All field staff will be provided a paid 1 to 2-day training that will cover survey procedures, responsibilities, protocols, and specific tasks, including the use of tablets and project-related software. Field Staff members will be managed by the Public Safety Director and trained by the staff of the survey contractor, Big Water Consulting. The Public Safety Director and Big Water Consulting staff will serve as resources throughout the field operation. Data collection and fieldwork operations will follow the most up-to-date Center for Disease Control (CDC) guidelines to ensure the safety of field staff and residents.
- Other duties may be assigned.

**Qualification Requirements:**

**Education and/or Experience:**

**Required:**

- High School diploma or its equivalent.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.
- Must have a valid driver's license and meet eligibility for tribal insurance.
- Must be self-motivated, trustworthy, dependable, and willing to work long hours to meet deadlines.
- Must have the ability to locate all residents within the Reservation boundaries.
- Must have skills in report writing and other written or oral communication; Completion of the survey and case forms as instructed.
- GPS and GIS experience preferred.
- Obtain accurate GPS locations and make any required updates based on training and the Public Safety Directors' approval.
- Reporting to the Public Safety Director as directed.
- Keep confidential material safe.

**Background Check:**

This position is contingent on the required ability to pass a Bad River background check. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Reasoning Ability:**

Problem-solving with the ability to remain flexible and open-minded.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work sometimes in inclement environments including hot buggy, and remote areas. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)