

Sauk-Suiattle Indian Tribe Job Description

Job Title: Tribal Community Census Liaison
Reports To: General Manager and Project Manager
Status: Temporary-Hourly
Wages: \$20.00 an Hour
Total Hours: Not to Exceed 80 Hours

*** This is a temporary part time position that does not include any additional benefits other than the stated wage and individuals who accept this position will not be asked to continue any additional services with the Sauk-Suiattle Indian Tribe after the fulfillment of this opportunity. ***

This job description is intended for 3 Tribal Community Census Liaisons and were approved by the Interim General Manager on February 18, 2020.

Summary: Tribal Community Census Liaisons (TCCL's) will educate, interview and obtain data for the 2020 Census from household residents and the surrounding community. Applicants who are hired will attend paid training before beginning work. TCCL's are also responsible for hosting a Community Education Event to educate the Community on the importance of reporting data to the Census Bureau and will educate the community on the importance of participating in the Census.

Prior to the census, TCCL's will use maps and address lists to determine if the addresses are correct. Next, they will visit households that haven't responded to the census, speaking with residents and using electronic devices (such as tablets and computers) to collect census data and process the information.

Essential Duties and Responsibilities

- Goes door to door to verify the addresses of residents in their community before the census is mailed. Tribal Community Census Liaisons may also return to these addresses later to interview residents who did not respond to the census mailing.
- Gather data from participants by asking a wide range of questions about topics such as an individual's ethnic background, marital status, income, and place of birth.
- Maintain confidentiality of answers to questions.
- Go to homes to drop off paper questionnaires or instructions on how to participate in the census online or by phone.
- Make follow-up calls to census participants to ensure accuracy in their responses.
- Answer questions pertaining to the 2020 Census.

- Attend any trainings that the job requires.
- Successfully pass job training.
- Other duties may be assigned.

Qualifications

- 18 years old at the time of hire.
- Access to reliable transportation.
- Must know the Sauk-Suiattle Reservation area and community members.
- Must live in the Sauk-Suiattle Community and be familiar with the culture.

Education and/or Experience

High School diploma, GED, or equivalent required.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word Processing Software, Microsoft Excel Spreadsheet Software, and general data recording equipment knowledge.

Certificates, Licenses, Registrations

- Current Washington State driver's license and a good driving record.
- First Aid/CPR certification (preferred).

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit for long periods of time; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. The employee may be subject to exposure of passionate debates and diverse communication styles in various settings. Employee may encounter situations of various emotional levels. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally receptive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to a pre-employment and random drug/alcohol tests.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

These job descriptions were approved by the Interim General Manager on February 18, 2020.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES