



Wake and Burial Assistant

Reports to: Wake & Burial Director

Effective: 2/14/2024

Salary (Grade): \$20.00/hour

Status: Contract

Location: Ho-Chunk Center, Winnebago Ne 68071

Job Purpose & Position Overview

Responsible for making arrangements and handling the funeral of deceased tribal members or non-tribal members. Work, under general direction involved performing various activities surrounding the funerals of deceased individuals. These activities range from body pick up to gathering needed information to casket selection and funeral services. Assignments are received orally and in writing and work is reviewed in progress and upon completion.

Specific Job Duties/Responsibilities:

- Demonstrates the Winnebago Tribe's core mission, vision, and values
- Enters home or often hospital, removes body for preparation and burial.
- Meets with family members to gather information in making proper funeral arrangements.
- Assists family in selection of casket and clothing of deceased individual.
- Transports remains to church or home along with needed equipment.
- Assists in funeral services by making proper arrangements regarding memorial cards, flowers casket and related items.
- Assists in gravesite services by properly preparing site in terms of casket flowers and related items.
- Travels to various locations throughout the country to pick up remains and return them to the reservation.
- Mix concrete for headstones and place at gravesite.
- Duties listed are only an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

Required Qualifications/Skills:

- High School Diploma/G.E.D.
- Some experience in preparing and conducting funeral services.
- Must have knowledge of required procedures and paperwork regarding the burial of individuals.
- Knowledge of burial options and decisions by family needs to make proper funeral arrangements.
- Ability to deal tactfully with family and friends to make arrangements and assisting in the burial.
- Ability to respond quickly to requests and to travel outside the immediate area in picking up and returning remains to the reservation.
- Must have a valid driver's license and must meet driver's eligibility guidelines.
- Must obtain a Red Light permit
- Must abide by the Tribe's Motor Vehicle Policy
- Contractor will be covered by the Winnebago Tribe of Nebraska for Liability insurance while in the scope of their duties assisting the Wake & Burial Department
- Must be physically fit and provide a recent copy of their physical due to the nature of the job.
- Must sign a confidentiality agreement form.



Training Requirements:

- As Directed by management

Physical Requirements:

- Heavy office work which includes the ability to lift up to 30-50 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.
- Ability to work outside in weather extremes.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision

Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

HOW TO APPLY:

- Submit an application at www.winnebagotribe.com, a resume, cover letter, and two (2) letters of recommendation are required. Applications submitted after the closing date or without proper documents will not be considered.
- If claiming Native American or Veteran preference, please include pertinent documentation.
- Call Human Resources at 402-878-2272 for further information.

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.

JOB CLEARANCE SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE