

## Union Representative

### Service Employees International Union, Local 722 Based in Washington, D.C.

SEIU, Local 722 is a healthcare Union based in Washington, D.C. We represent approximately 3000 members employed at Children's Hospital and the MedStar Washington Hospital Center. Our membership classifications ranges from Environmental Services to Perfusionist. We are looking for an energetic, hard working person, who is committed to bettering the working conditions, standard of living, both on and off the job, and the quality of life of our members.

**RESPONSIBILITIES:** Under the supervision of the President and Secretary/Treasurer of the Union is responsible for handling grievances, assisting in preparations for arbitrations, and disciplinary appeals; recruiting new members; supporting members in exercising political power, participating in organizing and political campaigns; assisting in negotiating contracts. Also responsible for organizing new groups of workers interested in union representation and/or internal organizing and bargaining support campaigns. Responsible for developing work plans, calendars, files, reports, and other records. Will be required to work weekends, days, evening and nights. This is not a 9 to 5 position.

#### Example of Duties:

- **Recruitment:** Accountable for working with union leadership and stewards and recruiting new members to participate in union activities and political campaigns. Regular one-on-one contact with members will be required.
- **Leadership Development:** Develop and maintain effective worksite leadership structures through the recruitment, training and support of stewards and other union leaders. Build steward councils, issues committees and other leadership structures.
- **Communication:** Maintain regular and effective communication with workers in assigned facilities through personal visits, flyers, newsletters, phone calls, mailings, bulletin boards posting, and meetings. Respond to telephone messages in a timely manner.
- **Representation:** Interpret collective bargaining agreements and other relevant laws, codes, regulations, policies, and practices and assist union members in understanding their rights. Provide assertive and prepared advocacy, handle grievances, appeals, Requests, grievances, appeals, requests for hearings, and other formal personnel matters on behalf of union members. Aid attorneys and other union staff in the preparation of hearings, including investigation and preparation of witnesses and exhibits. Assist union members in achieving informal resolutions of work-related problems.
- **Legislative and Electoral Campaigns:** Participate in and recruit members to participate in legislative and electoral campaign activities, including lobbying, phone banking, and letter-writing, door-to-door canvassing, and other activities.
- **Collective Bargaining:** Serve as resource person and back up negotiator for assigned bargaining units. Conduct bargaining surveys, salary surveys, and other research activities to strengthen the negotiating position of assigned bargaining units.
- **Administration:** Maintain a calendar which accurately documents past, present, and future activities, visits, and appointments in connection with work as a Union Representative. Maintain accurate records, including activity reports. Must be competent in administrative skills and be able to use basic computer applications (Microsoft Word, internet/email functions) as well as tracking and database tools.

#### SKILLS, APTITUDE, AND COMMITMENT:

- Ability to work effectively as part of a team.
- High-level ability to communicate orally and in writing.

- Analytical skills necessary to interpret contract language, investigate and process grievances, and prepare contract proposals.
- Ability to work under pressure and with minimal supervision, must be well organized and self-motivated.
- Ability to exercise good judgment and discern priorities.
- Ability to make effective use of resources available to the union.
- Dedication to improving the position of working people and strengthening the role of organized labor in society through work actions, community relations, and legislative and political activity.
- Ability to work effectively with members and staff from diverse ethnic, social, and economic groups.

**EXPERIENCE:** A minimum of three (3) years experience. Experience in union organizing and representation. Experience in negotiating contracts is highly desirable, but not required. Legislative experience will be given additional credit. Related experience will be given consideration as will steward and rank-and-file experience. SEIU, Local 722 reserves the right to contact prior employers.

**REQUIREMENTS:** Must possess and maintain a valid driver's license.

**SALARY AND BENEFITS:** SEIU, Local 722 offers competitive salary, comprehensive medical insurance, a defined benefit pension, travel reimbursement and or car allowance, and paid vacation leave.

**TO APPLY:** Mail, fax or e-mail a cover letter, a detailed and current resume reflecting qualifications for this position and the name, address, and phone number of three references to Mr. Marchel Smiley, SEIU, Local 722, 1673 Columbia Rd., NW, Ste. 100, Washington, D.C. 20009. Fax to (202) 483-6242, or e-mail to [N854@aol.com](mailto:N854@aol.com).

This position is open until filled, however, the posting/acceptance of applications may close at any time.