

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Long Term Care (LTC) Coordinator

Department: Social & Family Services

Hourly Rate: Up to \$16.00(DOQ) Part-Time: 25-30Hrs/Week
(With the ability to go full-time after a year.)

Exempt: No/Hourly

Supervisor: Social & Family Services Director

Posting Date: Public

Opens: September 9, 2020

Closes: September 23, 2020 at 4:30pm



Summary: The Long Term Care (LTC) Coordinator is funded under the "Money Follows the People" initiative through the State of Wisconsin Department of Health Services. This position is designed to work with a consultant in the development of the Long Term Care Services and Support project for the tribe. Long Term Care Services & Support (LTC) concentrates on our aging and disabled adult population. This position will establish LTC services for eligible participants. The LTC Coordinator will work closely with the Tribal ADRS, Aging Director, and Health & Wellness personnel.

Essential Duties and Responsibilities include the following.

- Attend all required meetings pertinent to the goals and mission of the project.
- Work closely with the LTC consultant in identifying over-lapping services and expansion of LTC supports for elders and disabled adult community members.
- Increase tribal member enrollment in Medicaid and Medicare by working with elders/disabled.
- Determination and building of self-sustaining long term care services administration model that supports our tribal elderly program goals and community needs as identified in our assessment.
- Analysis of potential home health agency or personal care agency.
- Creating an inter-departmental billing process to ensure appropriate billing to Medicaid and possibly Medicare to self sustain an LTC program.
- Develop LTC services for the community.
- Work with the Caregiver and Alzheimer's Project.
- Build the process and infrastructure for a supportive home care agency and adult daycare operated by Bad River.

Other Duties:

- Will provide regular updates to the supervisor on the progress of the program.
- Attend monthly department meetings and regular supervision meetings.
- Maintain essential program documentation relating to achieving program goals and objectives.
- Attend program-related meetings, training, and workshops.
- Submit billing and vouchers and monitor consultant contracts.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Must be 18 years of age or older.

A minimum of one (1) year experience in social work or human service field is required.

Experience working in Indian Country is a requirement.

Preferred:

BA/BS Degree in Social Work or related field is preferred.

Other Skills and Abilities:**Required:**

This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance. Knowledge and experience in social work best practice standards.

Willing to work with various agencies such as Tribal/County Social/Human Service Department, non-profit agencies, and other related agencies.

Experience working in Indian Country is a requirement.

Must be willing and able to attend program-related training and travel as necessary.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

This position requires an individual to demonstrate diverse communication skills written and oral. Required to have excellent communication skills such as writing and oral.

Reasoning Ability:

Desire to work with the Elderly and disabled adult population to create positive solutions. The individual applying for this position needs to communicate effectively in a professional setting.

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 the essential functions.

Sedentary work with some standing and walking required. Subject to inside and outside working conditions.

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 the essential functions.

The noise level in the working environment is usually moderate. Subject to inside and outside environmental conditions.

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

HRAssistant@Badriver-nsn.gov