

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Tribal Aging and Disability Resources Specialist (ADRS)

Department: Social & Family Services

Hourly Rate: \$15.00/hr.

Full Time: Up to 40Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager

Posting Date: In-House

Opens: September 9, 2020

Closes: September 15, 2020, at 4:30 pm

Posting Date: Public

Opens: September 17, 2020

Closes: October 1, 2020, at 4:30 pm

Posting Date: Public

Opens: October 6, 2020

Closes: Open until Filled



Summary: The Tribal Aging and Disability Resource Specialist (ADRS) works in partnership with the Tribal Income Maintenance program, Tribal Health & Wellness, and Aging and Disability Resource Centers (ADRCs) in the tribe's service area to ensure that tribal members receive culturally appropriate information regarding aging and disability resources and can comfortably and effectively access long term care programs and services.

Essential Duties and Responsibilities include the following.

This position is a referral service for tribal members that are eligible for long term care services. As a referral service, the ADRS will engage in marketing and outreach to inform tribal members about services available through the tribal ADRS and the regional ADRC. Collaborate with other tribal programs and the Tribal Aging Program for outreach services. Develop culturally sensitive informational materials. Provide basic information and options counseling virtually by phone, ZOOM, GoToMeeting, or MSTEams. Provide short term service coordination to help tribal members deal with immediate needs, to the extent time and funding allow. Serve as a liaison and customer advocate to tribal members referred to area ADRCs for more in-depth information and assistance, options counseling, and enrollment in publicly funded long term care services. Conduct home visits at tribal member's homes on behalf of the ADRC and/or Assisted Living facilities (when allowed due to COVID 19). Assist tribal members in preparing material needed to determine financial eligibility. Provide enrollment counseling for tribal members needing publicly funded long term care services. Develop and maintain client records, including client tracking records for tribal members served.

Participate in tribal department staff meetings as instructed by the supervisor and outside activities related to ADRC information sharing in the community. Inventory the health and long-term care-related resources that are available through tribal government and share this information with the ADRCs for inclusion in the resource database. Prepare correspondence and other documentation as required by DHS program guidelines. The ADRS will participate in 100%-time reporting to capture MA revenue to support tribal ADRS services. Ability to implement social distancing practices to improve the quality and efficiency of customer service. Consult with DHS on issues relating to ADRC services for tribal members. This position is responsible to complete all required reports and submit grant information to the funding agency, attend quarterly ADRS meetings with the State supervisor. Will assist with other duties as assigned by the coordinator. Become AIRS certified or achieve AIRS certification within 12 months of hire (referral resource training). Must be able to attain "Functional Screening" within 6 months of hire.

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:

A Bachelor's degree in human services or related field or Associate's R.N. required

Other Skills and Abilities:

Required:

Knowledge of familiarity with tribal resources, local area resources, and statewide resources available for client referral purposes. Understanding the long-term care delivery system in Wisconsin. Experience working with tribal elders and/or a thorough understanding of elders' roles in Native American communities including people with disabilities. Excellent organizational skills with the ability to plan, organize, and schedule priorities efficiently and manage multiple projects promptly. Ability to establish and maintain productive working relationships with outside & local agencies, staff, clients, tribal management, and external agencies. Attend all meetings on ADRS. Two-three years of experience dealing with issues that affect the elderly and disabled population is required.

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:

Excellent communications both oral and written is required. The individual hired for this position must be able to communicate effectively working in a poverty community and with outside agencies. Ability to listen and conduct screening/assessments. This individual should know how to utilize a computer and be familiar with Micro Soft programs such as Word, Excel, and PowerPoint, etc..

Reasoning Ability:

Strong reasoning ability as the position requires an individual to make decisions, conduct assessments, and advocate for elderly and disabled clientele.

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.

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 the essential functions.

This position is subject to inside and outside work. 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

HRassistant@Badriver-nsn.gov