

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Caregiver Worker

Department: Social and Family Services, Aging

Hourly Rate: \$11.00-\$12.00 (DOQ)

Full Time: 32Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager/Long Term Care Coordinator

Posting Date: In-House

Opens: March 24, 2021

Closes: March 30, 2021, at 4:30 pm

Posting Date: Public

Opens: April 1, 2021

Closes: April 16, 2021, at 4:30 pm

Posting Date: Public

Opens: April 27, 2021

Closes: Open Until Filled



Summary: The Caregiver Worker's primary duty is to provide direct services to eligible Native American Elders in the Bad River Community. Eligibility is determined by program guidelines. The Caregiver Worker is a federally funded position that requires documentation of case management activities, transporting, maintaining confidential client records, and provide respite care to allow caregivers to be temporarily relieved. This program is within the Social & Family Services department that implements the 7 Anishinabe Values.

Essential Duties and Responsibilities include the following.

- Contact tribal elders regularly either home visits or telephone an emphasis on visiting Assistant Living Facilities,
- Transport Elders weekly for shopping and/or planned activities, etc
- Maintain case notes to be submitted to the client record.
- Maintain referral forms for clients to access
- Provide respite care from a couple of hours up to 1 day per family.
- Develop a brochure and/or flier regarding respite care work
- Any other duties as assigned.
- The Caregiver must demonstrate the ability to work with Tribal Elders from the Bad River community.
- Ability to communicate effectively with the elderly population, develop a caregiver plan with each client so the worker and the client are both aware of expectations.
- The Caregiver will maintain a consistent client caseload of approximately 10-15 clients per week, and contact elders per week, transport elders for weekly shopping, pay bills, and/or recreational activities that are planned by the program.

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:

- HSD or it's equivalent
- Certified Nursing Assistant (CNA) certification
- Experience working in a Native Americal Community a minimum of 3 years.
- Must have an understanding in the area of geriatrics, long-term care, and Tribal elder programs.
- Familiar with tribal and county court systems that include the caregiver programs

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid driver license, and meet eligibility for tribal insurance.
- Ability to document and maintain a record-keeping system.
- Knowledge of and maintain ***strict compliance*** with the Privacy Act and Tribal Confidentiality Policy.
- Strong customer service skills
- Must be able to provide respite care to elders to relieve caregivers temporarily, in providing respite care you may be required to operate various medical equipment such as portable oxygen equipment, walkers, thermometer, hospital bed, etc.
- This position requires an individual to know and understand the 7 Teachings of Anishinabe in the workplace especially working with elders.

Preferred:

- Knowledge of computers and software, computer applications, and good typing skills.
- Self-starter and the ability to follow directions.

Background Check:

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

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

Language Skills:

Excellent oral and written communication skills. A wide range of communication skills to work among peers and the poverty community. Ability to work with Ojibwemowin in the workplace and with elders.

Reasoning Ability:

As a Caregiver Worker, you will work with minimal supervision, be required to conduct problem-solving skills while working with clients. Caregiver Workers may have to think quickly to resolve an issue when providing respite care and/or transporting 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.

Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting up to 50lbs or more 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 is usually moderate.

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