

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, Elderly
Hourly Rate: \$12.00-\$15.00 (DOQ)
Full Time: 32-40Hrs/Week
Exempt: No/Hourly
Supervisor: Elderly Program Manager/Long Term Care Coordinator
Posting Date: Public
Opens: May 18, 2022
Closes: Open Until Filled



Summary: The Caregiver Worker will be responsible for working with Native American Elders in the Bad River Community that are eligible for services 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 providing respite care to allow caregivers to be temporarily relieved.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Conduct an assessment on elders that have been referred to the program.
- Maintain adequate client records that include assessments, care plans, and case notes.
- Maintain referral forms for clients to access.
- Provide respite care as requested by each caregiver and dependent on funding.
- Develop a brochure and/or flier regarding respite care work.
- This position requires an individual to demonstrate the ability to work with tribal elders from the Bad River community.
- Conduct assessments, develop a case plan, and monitor the progress of the plan.
- Contact a minimum of 15 elders per week, and transport elders for weekly shopping, bill paying, 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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- A High School Diploma or its equivalent
- Certified Nursing Assistant (CNA) certification
- Experience working in a Native American Community for a minimum of 3 years.
- Must have an understanding of geriatrics, long-term care, and Tribal elder programs.
- Familiar with tribal and county court systems that include the caregiver programs
- Must have an understanding of geriatrics, long-term care, and tribal elder programs.
- Required to be familiar with aging and disability tribal and county programs.
- Must be able to work with minimal supervision.
- Must have a good previous work record.
- Must be able to demonstrate the ability to document and maintain a record-keeping system.

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.
- Must possess knowledge of and maintain **strict compliance** with the Privacy Act and Tribal Confidentiality Policy.
- Must be alcohol/drug-free; maintain sobriety and a violence-free lifestyle.
- Must be a self-starter and demonstrate the ability to follow directions.
- Must have 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.

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 is a required driver position, must possess a valid state driver's license, and 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.
- Some knowledge and willingness to learn the Ojibwe language.

Reasoning Ability:

- Problem-solving skills while working with clients.
- Ability to resolve an issue when providing respite care and/or transporting clients.

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 occasional lifting up to 25lbs 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