

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Memory Care Coordinator
Department: Social and Family Services
Hourly Rate: \$17-\$20/hr DOQ
Full Time: 40 hrs/week (Dependent on Funding)
Exempt: No/Hourly
Supervisor: Elderly Program Manager
Posting Date: Open Unit Filled
Opens: July 3, 2025
Closes: Open until filled



Summary: The Memory Care Specialist is responsible for coordinating services for tribal community elders with dementia and dementia-related conditions and their families receive culturally appropriate information and support. The three overall goals of the position are to facilitate dementia friendly community efforts, train staff in tribal departments to be dementia capable, and support elders with dementia and their family members.

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

- Attend training offered for Memory Care Coordinators provided by the Wisconsin Department of Health Services (DHS).
- Engage in marketing and outreach to inform community members, tribal leadership, and health systems about services and program resources available.
- Provide information and assistance to tribal members about dementia and the needs of family caregivers through home visits, office visits, or over the phone.
- Provide memory screens in accordance with the memory screening manual published by the Department of Health Services. Offer follow-up when the screens are positive and assure that opportunities for support are available in accordance with the individual's preferences.
- Provide training, consultation, and technical assistance to tribal department staff to be dementia capable.
- Develop referral relationships with health and long-term care systems, health care professionals, emergency responders, mental health systems, crisis teams, and other community organizations and businesses.
- Collaborate with other Alzheimer's and dementia organizations serving the tribe, to include the Wisconsin Alzheimer's Institute and the statewide research centers.
- Develop programs and community initiatives that will create opportunities for tribal members with dementia to remain active and live safely in their own home and community.
- Participate in ongoing training and collaborative meetings offered by DHS, tribal agencies, ADRC's and Alzheimer's and dementia organizations to maintain knowledge and familiarity of dementia, research findings, new interventions, and other innovations for people with dementia.
- Collect required data and adhere to reporting requirements that include 100 percent time and task reporting for Federal Medicaid Administrative Claiming, Client Tracking Database System Reporting, and DCS SharePoint Site Outreach Reporting. All due to the Department of Health Services Grant Administrator and Wisconsin Alzheimer's Institute Grant Evaluator monthly.

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.
- An associate degree in human services, gerontology, or related field and/or work experience with people that have dementia and their family caregivers (i.e., providing direct care, caregiver support, residential care management, home care).
- Must have strong knowledge of the Ojibwe culture to develop culturally specific information and materials.

Other Skills and Abilities:**Required:**

- This is a required driver position, must possess a valid state 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.
- Work as part of the Bad River Social and Family Services Department and Elderly Program team and be dependable.

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.

Language Skills:

- Have excellent written communication skills that include taking detailed and precise notes that can be converted into accurate and timely monthly reports.
- Ability to network and form working relationships with other agencies, professionals, and tribal departments.
- Possess strong communication and interpersonal skills, always exhibiting politeness and courtesy.

Reasoning Ability:

- Must possess critical thinking skills to problem solve and work through immediate needs.
- Must be able to interpret and process data that results in making appropriate decisions.

Physical Demands: The physical demands described here are representative of those that must be met 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