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 Resource Specialist**
Department: **Social & Family Services**
Hourly Rate: **$20-$25 (DOQ)**
Full Time: **40 Hours/Week**
Exempt: **No/Hourly**
Supervisor: **Aging Program Manager**
Posting Date: **Public**
Opens: **November 19th, 2026**
Closes: **November 30th, 2026 @ 4:30pm**

Summary: The Tribal Aging and Disability Resource Specialist works in partnership with tribal health and human services agencies and Aging and Disability Resource Centers (ADRC) in the tribe's service area to ensure that Indian Health Services (IHS) eligible individuals receive culturally appropriate information about aging and disability resources and can comfortably and effectively access long-term care programs and services.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Aging Program Manager or the Director of Social and Family Services.

- Engage in marketing and outreach to inform IHS eligible individuals about services available through the tribal ADRS and the local ADRC.
- Develop culturally sensitive informational materials.
- Provide basic information, assistance, and options counseling for IHS eligible individuals in a location of their choosing which could include over the phone, office, virtually, in their home or another preferred location in the community.
- Refer IHS eligible individuals to the appropriate elderly benefit specialist or disability benefit specialist as needed.
- Serve as a liaison and customer advocate for IHS eligible individuals referred to area ADRC's for further information and assistance, options counseling, and enrollment in publicly funded long-term care services.
- Develop and maintain customer records in the statewide client tracking system, for IHS eligible individuals served.
- Prepare correspondence and other documentation as required by DHS program guidelines.
- Complete 100%-time reporting for Medicaid Administrative claiming.
- Consult with DHS on issues relating to tribal ADRS and/or ADRC services for IHS eligible individuals.
- Attend all recommended tribal or state-related meetings as a representative of the tribe.
- Assist IHS eligible individuals in preparing materials needed to determine financial eligibility.
- Provide enrollment counseling for IHS eligible individuals needing publicly funded long-term care services.
- Provide short-term service coordination for IHS eligible individuals.
- Provide health promotion, prevention, and early intervention services for IHS eligible individuals.
- Provide pre-admission consultation services and assistance with nursing home resident relocations for IHS eligible individuals.
- Must pass the long-term care functional screening test within the first six to nine months of employment.
- Additional duties assigned, consistent with the required and optional services described in Scope of Work and the Tribal ADRS Operations Manual.

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 essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Be competent to provide the required ADRS services to the target population.

Be knowledgeable about the range, quality, and availability of long-term care services offered within the ADRS service area.

Meet at least one of the following requirements (per Wis. Admin. Code):

- Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least one year of experience working with at least one of the ADRS target populations.
- Four years of post-secondary education and experience working with at least one of the target populations or an equivalent combination of education and experience, either in long-term support or a related human services field.
- Other experience, training, or both, as approved by DHS, based on a plan for providing formal and on-the-job training to develop the required expertise.

Other Skills and Abilities:

Required:

- Excellent organizational skills with the ability to plan, organize, and schedule priorities efficiently and manage multiple projects in a timely manner.
- Knowledge of and familiarity with tribal resources, local area resources, and statewide resources available for client referral purposes.
- Experience working with tribal elders and/or a thorough understanding of elders' roles in Native American communities.
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Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

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, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong oral and written communication skills.
- Knowledge of computers and software, computer applications, and good typing skills.
- Ability to establish and maintain productive working relationships with ADRC staff, customers, tribal management, and external agencies.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability:

- Must have an understanding of the long-term care delivery system in Wisconsin.

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 essential functions. Must be physically able to perform all job duties. 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 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