



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** Tribal Aging & Disability Resource Specialist  
**SUPERVISOR:** Aging & Long-Term Care Program Director  
**LOCATION:** Aging & Long-Term Care  
**POST DATE:** July 19, 2024  
**CLOSING DATE:** August 2, 2024

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**General Description:** The primary responsibility of this position is to provide culturally appropriate information and assistance to the Lac du Flambeau Indian Health Service (IHS) eligible individuals on local resources how to effectively access long term care program and services, particularly adults who are older of have a disability.

**Qualifications:** Bachelor's degree in Human Services or related field preferred and/or background in compliance guidelines with federal and state laws, administrative rules, established agency procedures and accepted professional standards required. Three to five years Social Services/Human Services/Aging Services experience or equivalent is strongly preferred. Current certification as an Adult Long-Term Care Functional Screener with time and task reporting experience strongly preferred. A waiver is available with background and experience. Must have a Valid WI Driver's license and be insurable.

**Salary: \$25.00-\$30.00/hr. depending on qualifications.**

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Tribal Aging & Disability Resource Specialist

**B. DEPARTMENT:** Aging & Long-Term Care

**C. SUPERVISOR'S TITLE:** Aging & Long-Term Care Program Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide the general public, particularly Elders or adults that have a disability with Information and Assistance on a wide range of community resources, help inform and educate people about their options, assist in connecting them to programs and services, including public and privately funded options. Specific responsibilities include but are not limited to the following:

1. Fulfills a customer service role, ensuring that the customer experiences a welcoming atmosphere and consumer satisfaction is achieved.
2. Uses professional telephone skills with active listening skills over the phone, in person and via email to build rapport with an unhurried attitude.
3. Performs home visits at a time and place that best meets the consumer's schedule.
4. Gathers sufficient information to accurately identify and clarify inquirer's problems and needs, explores needs beyond the presenting problem, looks at short- and long-term solutions, checks in with the inquirer and summarizes what they are requesting.
5. Searches through the Information and Assistance resource database, as well as other written and computer-based information resources to identify, evaluate, and suggest potential programs and services.
6. Uses creativity in finding unbiased options, provides inquirer several options but helps to prioritize instead of overwhelm, gives specifics on eligibility and [process to apply for services and resources.
7. If appropriate, assists individual in connecting with a resource if they are unable; provides advocacy.
8. As needed, researches additional or alternative resources.
9. Provides information about programs, both public and private benefits, make referrals and helps consumer connect to appropriate service.
10. Develops action plan with the consumer.
11. Provides short term service coordination according to Tribal ADRS policy.
12. Provides information about publicly funded long-term care programs and assists consumers throughout the eligibility determination and enrollment process.
13. Assists individual in completing Medicaid application and other public benefit programs (e.g. Foodshare) if needed.
14. Maintain knowledge and familiarity of tribal resources, local area resources, statewide resources, and long-term care delivery available.
15. Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.

16. Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
17. Participates in program development, marketing, and outreach activities including public information events.
18. Administers the Long-Term Care Functional Screen to determine functional eligibility.
19. Participates in staff meetings and training activities within the depart, in coordination with the County ADRC, with the other Tribal ADRS and on a state level with ADRS and ADRC personnel.
20. Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
21. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Heavy, frequent contact with Tribal employees and community members.
2. **External:** Represents the LDF Aging and Long-Term Care Program to the community at large through professional interaction, public speaking, media presentations and participation in community advisory groups as requested.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Aging and Long-Term Care Director

**H. EDUCATION:** Bachelor's Degree in Human Services or related field preferred and/or background in compliance guidelines with federal and state laws, administrative rules, established agency procedures and accepted professional standards required.

**I. EXPERIENCE:** Three to five years Social Services/Human Services/Aging Services experience or equivalent is strongly preferred. Current certification as an Adult Long-Term Care Functional Screener with time and task reporting experience strongly preferred. A waiver is available with background and experience.

**J. SKILLS:**

1. Documentation and quality assurance, maintains accurate, timely and complete notes in the Client Tracking database that contains accurate information without judge.
2. Participation in prevention activities, support groups, classes and other initiatives.
3. Completes required 100% Time and Task Reporting in a timely manner.
4. Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
5. Must have the ability to organize work, relate and assess the needs of Elders and people with disabilities, work as a team player, and proficiently use a computer and related office equipment. Must also demonstrate familiarity with required software and database programs.
6. Must have ability to communicate effectively with various types of people, both individually and in groups, orally and in writing.
7. Must have ability to deal tactfully with difficult situations and establish priorities for service intervention.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Office setting with occasional home visits if needed.
- 2. Exposure to Hazards:** None
- 3. Physical Requirements:** Prolonged sitting, standing and walking with frequent lifting of negligible weight and up to 10lbs., occasionally.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Aging & Disability Resource Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have a valid WI Driver's license and be insurable. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

_____ <b>Employee</b>	_____ <b>Date</b>	_____ <b>Manager</b>	_____ <b>Date</b>
<u>Previously signed</u> <b>Tribal HHS Administrator</b>	_____ <b>Date</b>	<u>Previously signed</u> <b>Human Resource Director</b>	_____ <b>Date</b>