



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT-REPOST

**JOB TITLE:** Tribal Dementia Care Specialist  
**SUPERVISOR:** Aging & LTC Program Director  
**LOCATION:** Aging and Long-Term Care Department  
**POST DATE:** November 25, 2025  
**CLOSING DATE:** December 9, 2025

**General Description:** The Tribal Dementia Care Specialist (DCS), works in partnership with the Tribal Health and Human Services agencies and Aging & LTC Program in the Lac du Flambeau Tribe's service area to ensure that the Indian Health Service (IHS) eligible individuals receive culturally appropriate information and can comfortably and effectively access dementia and long-term care programs and services. The Tribal Memory Care Coordinator will have three primary goals: facilitate dementia-friendly community efforts, train staff in tribal departments to be dementia capable, and support people with dementia and their family members.

**Qualifications:** Bachelor of Arts or Science degree, three years' experience, or a combination of both is required, preferably in the Health or Human Services related field. Will also consider other degrees, certifications in addition to related work experience. At least one year of full-time paid experience working directly with multiple people with dementia and family or informal caregivers (for example, providing direct care, caregiver support, support group facilitation, residential care management, home care). Any equivalent combination of experience and education that would provide the required knowledge and abilities will be considered.

**Salary:** \$22.00-\$25.00 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 Dementia Care Specialist

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

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

**D. DESCRIPTION OF DUTIES:** The Tribal Dementia Care Specialist, works in partnership with the Health and Human Services agencies and Aging and Long-Term Care Program in the Lac du Flambeau Tribe's service area to ensure that the Indian Health Service eligible individuals receive culturally appropriate information and can comfortably and effectively access dementia and long-term care programs and services. The Tribal Dementia Care Specialist will have three primary goals; facilitate dementia friendly community efforts, train staff in tribal departments to be dementia capable, and support people with dementia and their family members. Specific responsibilities include but are not limited to the following:

1. Develop referral relationships with, the Tribal ADRS or ADRC, health care providers, dementia diagnostic clinics and long-term care providers.
2. Provide cognitive screenings in the community and offer person-centered support when memory screens are positive to assure opportunities for follow-up with a primary care provider in accordance with the individual's preferences.
3. Provide at least two approved evidence-based or evidence-informed interventions annually, one specifically designed for family caregivers, as part of ongoing activities.
4. Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist (DCS) Program.
5. Collaborate actively, and develop referral protocols with local, regional, and statewide dementia organizations, including the Wisconsin Alzheimer's Institute and the statewide research centers.
6. Offer and provide dementia care consultations for individuals with dementia and/or their caregivers. Coordinate with the Tribal ADRS or ADRC, county and tribal aging units, APS, and other county staff members and be available for joint or independent home visits.
7. Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the Tribe's service area.
8. Engage in marketing and outreach to inform individuals, professionals, employers, organizations, and the general community about dementia services and programs available.
9. Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living with dementia and their caregivers.
10. Participate actively in DCS, TDCS, statewide, and regional meetings and training programs, and conference workshops.
11. Complete 100%-time reporting, collect and report program data, and contribute to DCS program evaluation.

12. Plan and coordinate culturally sensitive, dementia-friendly community events, and develop materials, that foster inclusion and engagement.
13. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Heavy, frequent contact with Tribal employees and community members.
2. **External:** Represents the LDF Aging & LTC 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 & LTC Program Director

**H. EDUCATION:** Bachelor of Arts or Science degree, three years' experience, or a combination of both is required, preferably in the health or human services related field. Will also consider other degrees, certifications in addition to related work experience. At least one year of full-time paid experience working directly with multiple people with dementia and family or informal caregivers (for example, providing direct care, caregiver support, support group facilitation, residential care management, home care).

**I. EXPERIENCE:** Preferred: Skills and experience in facilitating small group learning and discussion programs. Experience with family caregivers of people with dementia and family dynamics. Experience in developing collaborative relationships, preferably with community organizations and health care professionals. Ability to provide culturally competent services when serving tribal communities.

**J. SKILLS:**

1. Documentation and quality assurance, maintains accurate, timely and complete notes in the I & Q database that contain accurate information without judgment.
2. Participation in prevention activities, support groups, classes and other initiatives.
3. Completes required recordkeeping, DCS activity reporting and 100% time 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 older people 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. Ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
7. Must have ability to communicate effectively with various types of people, both individually and in groups, orally and in writing.
8. Must have ability to deal tactfully with difficult situations and establish priorities for service delivery.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Office setting with occasional home visits if needed.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** 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.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Dementia Care 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. 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>
_____ Previously signed	_____ Date	_____ Previously signed	_____ Date
<b>Tribal Administrator</b>		<b>Human Resources Director</b>	