



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Tribal Aging and Disability Resource Specialist (Tribal ADRS)

LOCATION: Red Cliff Elderly Services Program office

SALARY: \$16.00 per hour, 29 hours per week

SUPERVISOR(S): Elderly Director/ Family Services Administrator

THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION

JOB SUMMARY: Tribal Aging and Disability Resource Specialist (ADRS) works in partnership with tribal health and human services agencies and Aging and Disability Resource Centers (ADRCs) in the Tribe's service area to ensure that Tribal Members receive culturally appropriate information about aging and disability resources and are able to comfortably and effectively access long term care program and services.

DUTIES AND RESPONSIBILITIES:

1. Engage in marketing and outreach to inform Tribal Members about services available through the tribal ADRS and the regional ADRC.
2. Develop culturally sensitive informational materials.
3. Provide or arrange training for ADRC personnel on cultural competence in working with tribes and Tribal Members.
4. Provide basic information and assistance, and options counseling for Tribal Members in their homes, in the ADRC or tribal office, or over the phone.
5. Provide short term service coordination to help Tribal Members deal with immediate needs, to the extent time and funding allows.
6. Refer Tribal Members to the appropriate elderly benefit specialist or disability benefit specialist as needed.
7. Serve as a liaison and customer advocate to Tribal Members referred to area ADRCs for more in-depth information and assistance, options counseling, and enrollment in publicly funded long-term care services.
8. Conduct information and assistance home visits for Tribal Members on behalf of the ADRC.
9. Assist Tribal Members in preparing materials needed to determine financial eligibility.

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10. Assist with enrollment counseling for Tribal Members needing publicly funded long term care services.
11. Develop and maintain client records, including client tracking records for Tribal Members served.
12. Participate in tribal department staff meetings as instructed by supervisor and outside activities related to ADRS information sharing in the community.
13. Inventory the health and long-term care related resources that are available through tribal governments, and share this information with the ADRCs for inclusion in the resource database.
14. Prepare correspondence and other documentation as required by DHS program guidelines.
15. Participate in 100% time reporting to capture MA revenue to support tribal ADRS services.
16. Use continuous improvement techniques to improve the quality and efficiency of customer service.
17. Consult with DHS on issues relating to ADRC services for Tribal Members.
18. Additional duties as assigned, consistent with the required and optional services described in Section II of the Tribal ADRS Scope of Services.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Strong computer, oral and written communication skills.
2. Knowledge of and familiarity with tribal resources, local area resources and statewide resources available for client referral purposes.
3. Understanding of the long-term care delivery system in Wisconsin.
4. Experience working with tribal elders/disabled individuals and/or a thorough understanding of their roles in Native American communities.
5. Excellent organizational skills with the ability to plan, organize, and schedule priorities efficiently and manage multiple projects in a timely manner.
6. Ability to establish and maintain productive working relationships with ADRC staff, clients, tribal management and external agencies.

QUALIFICATIONS:

1. A bachelor's degree in human services or related field, be licensed to practice as a registered nurse, be a licensed health professional employed by a tribal health program, or have approval from the Department of Health Services.
2. Be an AIRS Certified Information and Referral Specialist (CIRS or CIRS A/D) or achieve AIRS certification within 24 months of hire or report to a supervisor who is AIRS certified.
3. Three years' experience dealing with issues that affect the elderly and disabled population is preferred.
4. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

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PERSONAL CONTACTS: Daily communication and updates to Elderly Director. Routine and as needed contacts with elderly program staff, clients, volunteers, Bayfield County aging unit, Aging and Disability Resource Center of the North, State DHS, and Community Care Central Wisconsin, IRIS, managed care organization, Tribal staff and community members.

PHYSICAL REQUIREMENTS: Individual must be able to do all movements associated with home-visiting and frequent travel. Safely be able to lift up to 50 pounds.

WORK ENVIRONMENT: Elderly program office located in the Red Cliff Housing Authority Elderly Apartment Building. Office and common areas of building are smoke free.

TRAVEL REQUIREMENTS: The Tribal ADRS will attend training and meetings locally and statewide as needed. High level of local travel for home-visiting and collaborative meetings may be required. Frequent out of town travel.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: July 31, 2020

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION:

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Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov

(715)779-3700

Ashley Poch, Human Resources Director ext. 4268 or
Diane Cooley, Human Resources Coordinator ext. 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month
3. The Tribe observes a total of 11 paid holidays.