

# St. Croix Tribal Health & Human Services

Position Title:	Tribal Aging and Disability Resource Specialist (ADRS)
Work Location:	St. Croix Tribal Health Clinic 4404 State Road 70 Webster, WI 54893
Full/Part Time:	Full Time Position, 40 hours per week
Exempt/Non-Exempt:	Non-exempt
Supervisor's Title:	Aging Director

The 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 programs and services.

## Duties and Responsibilities:

- Engage in marketing and outreach to inform tribal members about services available through the Tribal ADRS and the regional ADRC
- Develop culturally sensitive informational materials
- Provide or arrange training for ADRC personnel on cultural competence in working with tribes and tribal members
- Provide basic information and assistance, and options counseling for tribal members in their homes, in the ADRC or tribal office, or over the phone
- Provide short term service coordination to help tribal members deal with immediate needs, to the extent time and funding allow
- Refer tribal members to the appropriate elderly benefit specialist or disability benefit specialist as needed
- Serve as a liaison and customer advocate for tribal members referred to area ADRCs for further information and assistance, options counseling, and enrollment in publicly funded long term care services
- Conduct information and assistance home visits for tribal members
- Assist tribal members in preparing materials needed to determine financial eligibility
- Provide enrollment counseling for tribal members needing publicly funded long term care services
- Develop and maintain client records, including client tracking records for tribal members served
- 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
- Prepare correspondence and other documentation as required by DHS program guidelines
- Participate in 100% time reporting to capture MA revenue to support Tribal ADRS services
- Use continuous improvement techniques to improve the quality and efficiency of customer service
- Consult with DHS on issues relating to ADRS and/or ADRC services for tribal members
- Additional duties as assigned, consistent with the required and optional services described in Section II of the Tribal ADRS scope of services

## Qualifications:

- 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
- Be an AIRS Certified Information and Referral Specialist (CIRS or CIRS A/D) or achieve AIRS certification within two years of hire or report to a supervisor who is AIRS certified
- Three years of experience dealing with issues that affect the elderly and disabled population is preferred

**Knowledge, Skill, and Abilities:**

- Strong computer, oral and written communication skills
- Knowledge of and familiarity with tribal resources, local area resources, and statewide resources available for client referral purposes
- Understanding of the long term care delivery system in Wisconsin
- Experience working with tribal elders and/or a thorough understanding of elders' roles in Native American communities
- Excellent organizational skills with the ability to plan, organize, and schedule priorities efficiently and manage multiple projects in a timely manner
- Ability to establish and maintain productive working relationships with ADRC staff, clients, tribal management and external agencies
- Must hold a valid Wisconsin driver's license
- Other qualifications at the discretion of the tribe.

**Travel/Other Special Conditions:**

- Travel and field work required

\*The qualification and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required for positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustrations describing duties shall not be held to exclude other duties not mentioned that are of a similar kind of level of difficulty. The position will be filled based on qualifications regardless of race, color, handicap, religion, sex, national origin, height, weight, age or marital status.

**St. Croix Chippewa Indians of Wisconsin is an equal opportunity employer, however Native American Preference given in accordance with P.L. 93-638 and Amendments.**

**Please submit application or resume to: St. Croix Tribal HHS Director, 4404 State Road 70 Webster, WI 54893**