



Employee Job Description		
Position Title: Tribal Aging and Disability Resource Specialist (ADRS)		
Position ID #		
Facility: St. Croix Tribal Health and Human Services		
Job Family: Aging Department	Comp Grade:	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

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.

Essential Functions:

This position's mission is to assist, support, and advocate for the needs of the St. Croix Tribal Elders while meeting all grant requirements.

ADRS Job Duties:

- 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

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: None

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Directly Reporting to: Human Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager) – Examples listed below:

- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in public, in-person, or on the telephone.
- Requires extensive sitting with periodic standing and walking without the use of adaptive equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Requires travel in all types of inclement weather.
- Is subject to frequent interruptions.
- Engage in appropriate actions during emergency conditions (e.g. severe weather, evacuation, post-disaster etc.).

*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.

Minimum 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
- 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
- Attends and participates in continuing education programs.
- Ability to work independently with minimum assistance.
- Ability to exercise good judgement and discretion in applying program guidelines.
- Requires extensive sitting with periodic standing and walking.
- Requires good verbal and written communication skills.
- Requires off-site travel in Tribal Fleet Car.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Work in other positions as necessary/directed.
- Attends and participates in continuing education programs.
- Attends staff meetings, interdisciplinary team meetings, in-services, and committee meetings as assigned.
- Other qualifications at the discretion of the tribe.

Preferred Qualifications:

- Bachelor's degree in human services or related field is highly preferred.
- Three years of experience dealing with issues that affect the elderly and disabled population is preferred
- Must have a valid Wisconsin Driver's License and be insurable. Includes the ability to travel for community events and home visits.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.