



13878 W North Agency Rd
Stone Lake, WI 54876

Job Announcement

Job Title: **Dementia Care Specialist – Full Time**
Department: Tribal Aging & Disability Services
Reports to: Tribal Aging & Disability Services Director
Pay Range: \$50,000 Annually (Based on 3 Year Grant award)
Opening Date: September 14th, 2020
Closing Date: Open Until Filled

Basic purpose or function: This position works with community partners to ensure that tribal community elders with dementia and dementia-related conditions and their families receive culturally-appropriate information and supports. The three overall goals of the position are to facilitate dementia friendly community initiatives, train staff in tribal departments to be dementia capable, and support elders with dementia and their family members.

Job Responsibilities:

- Engage in marketing and outreach to inform community members about services and program resources available.
- Provide training, consultation, and technical assistance to tribal department staff related to dementia, cognitive screening, and family caregiver issues
- Provide programs and refer to services that will create opportunities for tribal elders with dementia to remain living safely in their own homes.
- Provide cognitive screens using the Memory Screening in the Community Manual. Offer and provide person-centered follow-up when screens are positive and assure that opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
- Provide information and assistance to families through home visits, office visits at the tribal elder center office, or over the phone.
- Develop referral relationships with physicians, dementia diagnostic clinics and other community health and long term care providers.
- Collaborate actively with local, regional and statewide dementia organizations, the Wisconsin Alzheimer's Institute and the statewide research centers.
- Provide short-term service coordination to help individuals work through with immediate needs.
- Coordinate dementia-friendly community initiatives so people with dementia can remain active and safe, and caregivers can feel supported.
- Maintain knowledge and familiarity of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations for people with dementia.
- Present a positive & professional "Customer Service" attitude toward guests and fellow Team Members at all times.

*LCO Tribal Government
Human Resource Dept
Dementia Care Specialist (Re-post)*

- Develop and maintain culturally specific informational materials.
- Actively participate in grant meetings and evaluation.
- Provide accurate and timely reports to the Department of Health Services grant administrator and Wisconsin Alzheimer's Institute grant evaluator.
- Assists with other duties as assigned by Tribal Aging & Disability Services Director.

Minimum Qualifications:

- Must be 18 years of age or older
- Minimum qualifications of an Associate's Degree and/or Related work experience, also any paid experience working directly with people with dementia and family caregivers (e.g. providing direct care, caregiver support, support group facilitation, residential care management, home care).
- Must possess and maintain valid WI driver's license
- Work as part of the LCO Tribal Aging & Disability Services team and be dependable
- Possess strong communication and interpersonal skills, exhibiting politeness and courtesy at all times to both staff and public
- Must be able to pass a background check
- Must pass a pre-employment drug screen

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.