



**Pride of the Ojibwe
13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209**

****JOB ANNOUNCEMENT****

ELDER HEALTH ADVOCATE

Job Title: Elder Health Advocate
Opening Date: September 13, 2022
Closing Date: Open Until Filled
Salary Range: \$19.00/\$20.00 @ Successful 90 Day Probationary Period
Reports to: Aging & Disability Services Director
Location: LCO Aging & Disability Services – Reserve
Administration: Lac Courte Oreilles Tribal Government Policies & Procedures

Job Summary:

The Elder Health Advocate will provide culturally appropriate information about aging and disability resources, effectively assist individuals by providing information regarding accessing long-term care programs and services, and aide in providing and coordinating services and activities to reduce risk factors for chronic health conditions.

Duties and Responsibilities:

1. Engage in marketing and outreach to inform tribal members about the importance of Home & Community Based Services “HCBS” and Long-Term Services and Supports “LTSS”.
2. Participate in the Tribal Long Term Care Study Group through the Department of Health Services.
3. Coordinating efforts with Family Care Agencies to identify and serve Medicaid-eligible Tribal Members.
4. Develop culturally sensitive informational materials.
5. Provide basic information and assistance, which could include over the phone, office, virtually, in their home or another preferred location in the community.
6. Refer individuals to the Tribal Aging & Disability Resource Specialist, Tribal Dementia Care Specialist, appropriate elderly benefit specialist or disability benefit specialist, or other agencies as needed.

7. Provide short term service coordination to help tribal members deal with immediate needs, to the extent time and funding allow.
8. Develop and maintain client records, including client tracking records for tribal members served.
9. Assist with Elder Center Needs Assessments, surveys, and data collection.
10. Coordination and assistance with activities that promote socialization.
11. Attend training and meetings regarding HCBS or LTSS.
12. Prepare correspondence and other documentation.
13. Additional duties as assigned to ensure ongoing services to those served in the community.

Education and Experience:

1. High School Diploma or equivalent.
2. At least one year of experience working with the elderly or disabled population.
3. Be knowledgeable about long-term care services.

Qualifications:

- 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 the tribal community.
- 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 both tribal and external agencies.
- Must pass a background check.
- Must pass a pre-employment drug screen.
- Must possess a valid Wisconsin Driver's License.

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**

**LCO Tribal Government
Human Resource Dept
Elder Health Advocate**

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.*