



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

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Job Announcement

Job Title: Tribal Dementia Care Specialist – Full Time
Posting Date: December 20, 2024
Closing Date: Open Until Filled
Department: Tribal Aging & Disability Services

Basic purpose or function: This position works with community partners to ensure that tribal community persons living with dementia and dementia-related conditions and their families receive culturally appropriate information, supportive services, and effectively access dementia and long-term care programs. The three overall goals of the position are to facilitate dementia friendly community efforts, train staff in tribal departments to be dementia capable, and support people living with dementia and their family members.

Job Responsibilities:

- Engage in marketing and outreach to inform community members about services and program resources available.
- Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), partner agencies and tribal staff.
- Provide programs that will create opportunities for tribal members with dementia to remain living safely in their own homes.
- Provide cognitive screening policies and protocols. 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 Elder Center, ADRC, or over the phone.
- Develop referral relationships with physicians, dementia diagnostic clinics and other community health and long-term care providers.

**LCO Tribal Government
Human Resource Dept
Dementia Care Specialist**

- Provide short-term service coordination to help individuals deal with immediate needs, to the extent funding will allow.
- Collaborate actively and develop referral protocols with local, regional and statewide dementia organizations, the WI Alzheimer's Institute and the statewide research centers.
- Assist the tribe in implementing strategies to create dementia friendly communities in the tribal service area.
- Provide volunteer training, technical support and program oversight.
- Provide outreach to non-healthcare professionals, employers, organizations and the general community about the tribe, LCO Aging & Disability Services, ADRC of the North and available dementia services.
- 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.
- Develop and maintain culturally sensitive informational materials.
- Provide accurate and timely Time and Task Reports to capture matching revenues to support the services.
- Actively participate in task teams, working groups, and other joint program initiatives.
- Consult with Department of Health Services (DHS), Bureau on Aging and Disability Resources (BADR) on issues relating to the DCS services.
- Prepare, review and forward reports according to program requirements.
- 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 & Requirements:

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Human Resource Dept
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1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **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

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