



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

## **Elder & Disability Services Director**

**Position Title:** Elder & Disability Services Director  
**Posting Date:** April 10, 2024  
**Closing Date:** Until Filled  
**Salary:** Negotiable (D.O.Q)  
**Location:** Reserve Elder Center  
**Administration:** LCO Governmental Policies & Procedures

### **Position Summary:**

The Director will accomplish the Elder Services Department objectives by planning, organizing, networking, and directing programs, projects and tasks required to operate and maintain departmental activities and services. The Director will ensure Elder & Disability Services programs are maintained in accordance with established laws, regulations, policies, and procedures. Continuation of this position is contingent upon funding allocations.

1. Bachelor's Degree required in Human Services, Gerontology, Psychology, Business Management, or related field plus 3 years' experience working with the elderly and/or disabled persons / programs.
2. Supervision and Team Management experience.
3. Fund accounting and grant management experience.

### **Duties And Responsibilities:**

1. Develop departmental plans, goals and objectives and ensure compliance to contractual obligations and requirements.
2. Establish, implement, and communicate goals, objectives, policies, and procedures in accordance with contractual requirements and needs of the Tribe.
3. Improve staff effectiveness by counseling, training, and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
4. Host staff meetings to ensure communication between personnel and program-related activities.
5. Achieve financial objectives by preparing and administering annual budget, presenting, and justifying budget recommendations to appropriate personnel.
6. Work with the Tribal Grants Department to secure additional funding and grant monies

- for continuation and expansion of program services.
7. Contribute to the Department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; provide information and commentary pertinent to deliberations; recommend options and courses of actions; implement directives.
  8. Act as an advocate for the elder and disabled members of the tribe.
  9. Work with the LCO Aging Commission, LCO Elders Advisory Council, LCO Elders Association and Great Lakes Native American Elders Association.
  10. Keep leadership and other departments informed of status of program activities by attending meetings and submitting reports.
  11. Maintain professional and technical knowledge by conducting surveys, attending seminars, educational workshops, classes, and conferences; review professional publications establish and maintain networks; participate in professional organizations; confer with representatives of contracting agencies and related organizations.
  12. Adhere to all Tribal Personnel Policies & Procedures and program work plans.
  13. Develop and maintain Elder & Disability Services internal policies.
  14. Maintain HIPAA Business Agreement with the LCO Community Health Center to ensure all Elder & Disability program staff adhere to confidentiality requirements and protect clients' personal health information.
  15. Maintain contractual agreement with Managed Care Organization to have caregiver background checks conducted for all staff and volunteers who work with Elder Services clients.
  16. The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associate with this position the duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Executive Director.

**Qualifications:**

1. Knowledge of governmental management, operations, finance, and accounting.
2. Knowledge and ability to efficiently and effectively develop, manage and monitor grant funds.
3. Knowledge of budget preparation and grant proposal writing.
4. Knowledge of tribal accounting and purchasing policies and procedures.
5. Knowledge of available resources for the elderly and disabled populations.
6. Skill in problem-solving, human relations and time management.
7. Ability to exercise initiative and independent judgment.
8. Ability to work extended hours and various work schedules.
9. Ability to demonstrate a high level of sensitivity to community issues and concerns.
10. Ability to establish and maintain good working relationships with the individuals of varying social, religious, and cultural backgrounds.
11. Must adhere to strict confidentiality in all matters.
12. Must be willing and able to obtain additional education and training.
13. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a caregiver background security check prior to and during the course of employment with the LCO Tribe.
15. Must have and maintain a valid WI Driver's License, reliable transportation and insurance as a condition of employment.

**Application Procedure:**

Submit a completed **LCO Employment Application and Authorization to Release**

**Information, cover letter, 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.*