

**APPLY IN PERSON AT:**  
2630 West Mason Street  
Green Bay, WI 54303



**OR MAIL TO:**  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<https://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900  
Fax: (920) 496-7490

**FIRST POSTING OPEN TO ALL EMPLOYEES**

**POSITION TITLE:** Social Service Coordinator  
**POSITION NUMBER:** 00443  
**DEPARTMENT:** Administration  
**LOCATION:** 2901 S. Overland Rd, Oneida  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** AJNH Administrator  
**SALARY:** E5 \$45,961/Annually (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 8, 2021  
**CLOSING DATE:** January 15, 2021  
**Transfer Deadline:** January 15, 2021  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

This position serves as an advocate for the AJNH residents, acts as a liaison between residents and various government and tribal agencies. Ensures resident's mental, physical, emotional and spiritual needs are met according to established policies and procedures. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Coordinates AJRCCC admissions including pre-admission interview, conduct social history of resident, assignment of rooms, resident orientation and adjustment, file admission papers, chart documentation and initiate intake process.
2. Conducts preliminary financial eligibility screening.
3. Coordinates resident discharges including preparing resident's history and discharge summary, and referrals to other institutions, organizations, programs and agencies.
4. Prepares inquiry letters and information packets to send to individuals interested in nursing home placement; gives tours of AJRCCC to hospitals, community elders, various agencies and family members.
5. Advocates for resident's rights; investigates grievances, prepares and files grievance reports with the Bureau of Quality Compliance and/or Department of Licensing and follows-up with resident, family members and staff.
6. Educates residents, family members, staff and volunteers regarding resident issues including aging, sickness and death; establishes a referral library for residents and community members needing information in these areas.
7. Maintains and updates the Care Plan schedule; reviews Care Plans with residents, family members and staff; invites family members to Care Plan meetings and complete chart documentation for Care Plans.
8. Conducts investigations into patient care complaints and prepares reports.
9. Complete annual Watts Review and Minimum Data Set forms; assists residents and community members with completion of DPOA forms.
10. Promotes and assists with resident activities including fund raising, spring cleaning, social interactions, reality orientation, intellectual stimulation, and nursing home week.
11. Educates residents, family members and community members about advance directives. Sends letters to families regarding policy changes, nursing home week or spring cleaning. Calls family regarding personal needs to residents.
12. Participates in case management team.
13. Meet with County Workers regarding guardianships and protective placements.
14. Brainstorms with staff regarding solutions to resident issues; behavior problems, roommate issues, restraint alternative and psychological wellness.
15. Attends meeting and submits reports on various resident issues and problems.

## **JOB DESCRIPTION**

### **Social Service Coordinator**

#### **Page 2**

#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

16. Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; handle, or feel; reach with hands and arms; stand, stoop, kneel, crouch, or crawl.
2. Occasionally lift and/or move up to fifty (50) pounds.
3. Work is generally performed in an office and nursing home setting with a moderate noise level; where employee may have frequent contact with the public.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
4. Knowledge of State and Federal Nursing Home Regulations.
5. Skill in preparing, reviewing, and analyzing operational and financial reports.
6. Skill in working with elders and other residents of long-term care nursing home.
7. Ability to exercise independent judgment.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to maintain confidentiality.
11. Ability to work independently and meet strict timelines.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to become certified in Reporting Child Abuse and Neglect within ninety (90) days of employment.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
18. Employees are required to have proof of immunity or dates of two ( 2) doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
20. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Case Management experience.
2. Experience in long term care.

**JOB DESCRIPTION**  
**Social Service Coordinator**  
**Page 3**

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Sociology, Social Work or Psychology plus three (3) years of social work experience in a health care setting; and/or equivalent combination of education and experience may be considered.
2. Must be licensed by the State of Wisconsin to practice social work.
3. Evening and/or weekend work may be required.
4. Extended hours and irregular shifts may be required.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**