

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



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

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://Oneida-nsn.gov>

**POSITION TITLE:** Elder Abuse Prevention Supervisor  
**POSITION NUMBER:** 02095  
**DEPARTMENT:** Elder Services  
**LOCATION:** 2907 Overland Rd Oneida WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Assistant Director Elder Services  
**SALARY:** E2 \$30,220/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** April 3, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** April 10, 2018  
**Proposed Start Date:** As Soon As Possible

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**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.

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**POSITION SUMMARY**

Accomplish the Elder Services Department objectives by coordinating existing services throughout the tribe to address Elder Abuse within the community. Investigate reports of abuse, neglect, or self-neglect of elders and contacts appropriate sources for assistance. Ensure that services are provided effectively and efficiently to the Oneida Nation Elders. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Supervise the work of the Aging & Disability Resource Specialist (ADRS), Outreach Workers and Native American Family Caregiver (NAFCG).
2. Communicate goals, objectives, policies and procedures in accordance with contractual requirements and needs of the Oneida 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. Provide regular staff meetings to ensure communication between personnel and program-related activities.
5. Work with a multi-disciplinary team (I-team) made up of representatives from a range of professions to address Elder Abuse within the community.
6. Investigate reports of elder abuse, neglect, or self-neglect and contacts the police or alternate referral sources depending on the situation.
7. Provide advocacy to victims of elder abuse, and refer to appropriate programs.
8. Visit elders in their residences to obtain and record knowledge of elder abuse.
9. Effective provide Case Management to include but not limited to: coordination of information and services, consultation, referrals, follow-up and documentation.
10. Provide advocacy and education ensuring awareness of Elder Abuse through organized educational forums, community events, publications, circulars, newsletters, bulletins, and other appropriate media.
11. Achieve financial objectives by preparing and justifying annual budget recommendations to appropriate personnel and in regular financial review meetings.
12. Assist in maintaining the Purchase Management module by data entry as needed for purchase orders, receiving and related documents into the AS400 database.
13. Develop working knowledge related to services for elderly and network resources throughout the local, state, federal & tribal areas.
14. Make appropriate referrals, provide consultations, ensure follow-ups, and accurate recordkeeping of all services on open cases.

## **JOB DESCRIPTION**

### **Elder Abuse Prevention Supervisor**

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

15. Maintain professional and technical knowledge by conducting research, attending staff meetings, in-services, seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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 stand, sit and walk; reach with hands and arms. Occasionally stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office or home setting with a moderate noise level.
3. 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 and ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the effects of aging physical, mental, emotional development of individuals, economic, health, and mental health, security, and leisure issues related to the elder population.
3. Knowledge of available health and welfare resources for the elderly.
4. Knowledge of the Oneida community, history, and culture.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Skill in preparing operational reports.
7. Skill in problem solving, human relations, and time management.
8. Skill in supervising, training, and evaluating assigned staff.
9. Ability to exercise independent judgment and work independently and meet strict timelines.
10. Ability to maintain composure during difficult situations such as death and abuse
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability to work effectively with the elderly with empathy and enthusiasm.
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 pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary 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 and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy 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. Experience working with elders.
2. Experience in working with databases such as SAMS or AS400.

#### **MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Bachelor's Degree in Psychology, Social Work, or closely related field; one (1) year of Case Management and working with elders experience; one (1) year supervisory experience; an equivalent combination of education and experience may be considered.