

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



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

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Social Worker
POSITION NUMBER: 02501
DEPARTMENT: Community Health Services
LOCATION: 525 Airport Drive Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Case Management Program Manager
SALARY: NE08 \$18.64/hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 8, 2021
CLOSING DATE: Until Filled
Transfer Deadline: February 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, as part of an interdisciplinary team (IDT), serves frail elders, adults with physical disabilities and adults with intellectual/developmental disabilities who are members of Family Care or patients of the Oneida Community Health Center/Community Health Services. The goal of the position is to provide high quality, person-centered, outcome-based care. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

The Social Worker position performs the following essential functions within the framework of Public Health Core Competencies (PHCC). These 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.

Analytical/Assessment Skills

1. Assess member's long-term care needs, outcomes and risks utilizing a comprehensive assessment.
2. Monitor and reassess member's outcomes, and/or condition changes.
3. Develop, coordinate, monitor and evaluate the members outcome-based member-centered plans, considering cost effectiveness in authorizing services and choosing providers.
4. Implement risk mitigation strategies to promote the member's health, safety and independence while respecting the member's rights.
5. Coordinate and participate in home visits and care conferences involving the member, their support system and providers to assess, and reassess long term care needs and coordinate appropriate interventions.
6. Coordinate with the RN Case Manager(s) to coordinate acute and primary care services, care transitions and related follow-up care.
7. Coordinate care and benefits to ensure a comprehensive support approach as well as on-going access to federal and state programs.
8. Create and maintain member records as required by the Department of Health Services (DHS).

**JOB DESCRIPTION
SOCIAL WORKER
PAGE 2**

Policy Development/Program Planning Skills

9. Educate members on their rights to appeal and grieve decisions and processes and facilitate the member's participation in the appeal/grievance process.
10. Participate in team meetings and internal workgroups as required/requested.
11. Participates in the development, implementation, data analysis and report writing of the Community Health Assessment (CHA) and Community Health Improvement Plan.
12. Participate in on-going training to maintain current knowledge to ensure compliance with Federal and State regulations, Tribal Policy and accepted professional standards.
13. Maintain confidentiality of the member information and protected health information (PHI) as required by State and Federal regulations, including the Health Insurance Portability and Accountability Act (HIPPA) of 1996.

Communication Skills

14. Disseminates information to Interdisciplinary Team (IDT) in a time effective manner.
15. Operate business computers and office machines, including a Windows environment, specifically Word, Excel, Access and presentation software.
16. Communicate effectively in the English language, both verbally and in writing.

Cultural Competency Skills

17. Reaches and engages diverse audiences in way that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services.
18. Interact with customers, community Partners and co-workers with fairness and equity and deliver services free of bias or prejudice.

Community Dimensions of Practice Skills

19. Obtain and retain certification as a Long-Term Care Functional Screener through the State of Wisconsin.
20. Determine relative acuity of client's needs; provide and or arrange for therapeutic interventions as appropriate for patients or clients in a crisis condition or for those with disturbance problems.
21. Provide outreach services and referrals to appropriate Tribal and County agencies.
22. Educate community members about advance directives and complete documents as requested.
23. Attend County hearings related to caseload.

Public Health Science Skills

24. Provide direct services to individuals and families during home visits, problem assessment, intervention, referrals and follow up services.
25. Conduct investigations into patient care complaints and prepare reports.
26. Seek out and use evidence based and best practices in programing.
27. Adhere to all Tribal Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
28. Maintain strict department security, confidentiality and quality to meet professional standards of the department.

Financial Planning and Management Skills

29. Meet funding and other financial deadlines and follow purchasing processes.

Leadership and Systems Thinking Skills

30. Report potential or actual patient safety concerns, medical errors and or near misses in a timely manner.
31. Maintain 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.
32. Establish and maintain good rapport and effective working relationships with co-workers, patients, visitors, physicians and hospital and internal and external customers.
33. Conducts investigations into patient care complaints and prepares reports.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Frequently walk, sit, handle, feel, reach with hands and arms and talk and hear.
2. Occasionally stand, stoop, kneel, crouch or crawl, lift or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting, as well as community sites including client homes and workplaces.
4. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat. Community locations may subject worker to increased risk of driving hazards.
5. Must be able to access members' homes which are not required to comply with ADA regulations.
6. Ability to multi-task and work in a fast-paced environment.
7. In all settings, employees may need to relate to members of the public who exhibit challenging, atypical or hostile behavior and/or communication.
8. Evening and/or weekend work and extended hours and irregular shifts may be required.

STANDARD QUALIFICATIONS:

1. A valid driver's license or occupational driver's license is 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 and Tribal 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.
2. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
3. 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.
4. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (2) doses of 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.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
6. Must adhere to strict confidentiality in all matters Health Insurance Portability and Accountability Act (HIPPA) training is required within thirty (30) days of employment and annually thereafter.
7. Basic Life Support (BLS) certification within ninety (90) days of employment.
8. Oneida Certification of reporting Child Abuse and Neglect within ninety (90) days of employment.
9. Must be licensed as a Social Worker by the Wisconsin Department of Safety and Professional Services within ninety (90) days of employment and maintain throughout employment.
10. Knowledge of applicable federal, state, county and local laws, regulations and requirements.
11. Knowledge of developmental disabilities, physical disabilities, alcohol and other drug abuse, mental health and/or behavioral challenges.
12. Skill in working with older adults, children and families.
13. Knowledge of patient outreach services and activities, funding agencies and community health care and vocational services.
14. Knowledge of State and Federal benefit eligibility.
15. Knowledge and understanding of the Oneida Nation culture, tradition and values.
16. Knowledge of department organization, functions, objectives, policies and procedures.
17. Ability to plan, implement and evaluate individual caseload and service needs.
18. Ability to work independently or as part of an interdisciplinary team and meet strict timelines.
19. Ability to communicate effectively and efficiently both verbally and in writing.
20. Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
21. Ability to react calmly and effectively in emergency situations.
22. Must be willing and able to obtain additional education and training.

PREFERRED QUALIFICATIONS:

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

1. One (1) year experience in working with long term care case management.
2. One (1) year patient care experience in a community outreach setting.

JOB DESCRIPTION
SOCIAL WORKER
Page 4

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Social Work.
2. Two (2) years of current work experience in case management or clinic social work.

ITEMS TO BE SUBMITTED:

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