



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## ADULT SERVICES SPECIALIST

### Position Description

<b>Opens: December 31, 2024</b> <b>Closes: January 13, 2025</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Community Health Program Manager
<b>Job Code:</b>	E-16	<b>Job Location:</b>	Bois Forte Reservation- Nett Lake and Vermilion, MN
<b>Pay Range:</b>	Min: \$65,678.32 (\$31.58) Mid: \$82,097.90 (\$39.47) Max: \$98,517.47 (\$47.36)	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-time	<b>Effective Date:</b>	09/25/2024
<b>Indian Child Protection Background:</b>	No	<b>Revised Date:</b>	09/25/2024
<b>Telecommute:</b>	Up to 40%		

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Adult Services Specialist is responsible for investigating reports of abuse, neglect, and exploitation of vulnerable adults and coordinating protective services to ensure their safety and well-being. The role involves assessing clients' needs, developing intervention plans, and collaborating with various agencies and professionals to provide comprehensive support. The position will also complete MN Choices assessment for Long Term Services and Supports client to determine their eligibility for long-term services, including in-home support, assisted living, and nursing home care.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Investigation and Assessment:
  - Respond to and investigate reports of abuse, neglect, and exploitation of vulnerable adults.
  - Conduct thorough assessments of client physical, emotional, and social needs.
  - Gather information from various sources, including clients, family members, healthcare providers, and other relevant parties to determine if there is abuse, neglect or exploitation.
2. Case Management:
  - Develop and implement individualized protection plans to address client needs and enhance their safety.

# ADULT SERVICES SPECIALIST

## Position Description

- Monitor client progress and adjust plans as necessary to ensure ongoing protection and support.
  - Maintain accurate and up-to-date case records and documentation.
3. Collaboration and Coordination:
    - Work closely with law enforcement, healthcare providers, social services, and legal professionals to coordinate services and interventions.
    - Attend multidisciplinary team meetings and case conferences to discuss client cases and develop joint strategies.
    - Advocate for client rights and access to necessary resources and services.
  4. Client Support and Advocacy:
    - Provide emotional support and guidance to clients and their families.
    - Educate clients and families about their rights and available resources.
    - Assist clients in navigating legal and social service systems to obtain necessary support.
  5. Community Outreach and Education:
    - Participate in community outreach programs to raise awareness about adult protection issues.
    - Create educational content, including flyers, brochures, training, etc.
    - Conduct training sessions and workshops for professionals and the public on recognizing and reporting adult abuse and neglect.
  6. Conduct comprehensive assessments of individuals to determine their eligibility for long-term services and supports including:
    - Evaluate clients' physical, emotional, cognitive, and social needs through interviews, observations, and standardized assessment tools.
    - Assess the safety and suitability of the home environment for in-home services.
    - Determine clients' eligibility for LTSS programs based on established criteria and guidelines.
    - Provide clear explanations to clients and families regarding eligibility decisions and available options for care.
  7. Develop and revise Adult Protection program and safety policies and procedures.
  8. Responsible for grant writing, reporting, budgeting and grant management.
  9. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
  10. Other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>● Must have at least two (2) years full-time social service or nursing experience working with the elderly or vulnerable population.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>● Bachelor's degree in social work or Bachelor of Science in nursing.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>● Hold a current license social work (LSW) and be in good standing accordance with the State of Minnesota Board of Social Work OR have a current Registered Nurse or Public Health Nurse license and be in good standing with the State of Minnesota Board of Nursing.</li><li>● Must be certified as a MNCHOICES Assessor or obtain certification within two (2) months of hire.</li><li>● Current BLS certification.</li><li>● Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul> |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>● Knowledge of and ability to adhere to HIPAA regulations.</li><li>● Knowledge of and ability to follow and apply policies and procedures of the Band, State and Federal laws relating to scope of practice.</li><li>● Knowledge and ability to follow Universal Precautions.</li><li>● Ability to work effectively in a culturally diverse environment.</li></ul>   |

# ADULT SERVICES SPECIALIST

## *Position Description*

- In-depth knowledge of federal, state, and local laws related to the protection of vulnerable adults, including reporting requirements and legal procedures.
- Familiarity with social work theories, practices, and ethics, particularly in relation to adult protection and case management.
- Knowledge of methods and tools used to assess risk and develop safety plans for vulnerable adults.
- Awareness of available community resources, social services, and support systems for adults at risk of abuse or neglect.
- Understanding of cultural, social, and economic factors that can affect vulnerable adults and their access to services.
- Excellent verbal and written communication skills for interacting with clients, families, and multidisciplinary teams.
- Strong analytical skills to evaluate complex situations, identify issues, and develop effective intervention plans.
- Proficiency in conducting interviews and assessments to gather relevant information and determine clients' needs.
- Ability to work effectively with a range of professionals, agencies, and community resources to provide comprehensive support to clients.
- Competence in maintaining detailed and accurate case records, reports, and documentation.
- Ability to demonstrate empathy and understanding while working with clients who may be experiencing trauma or distress.
- Capacity to adapt to changing circumstances, work environments, and evolving client needs.
- Skill in managing conflicts and disagreements between clients, family members, and service providers.
- Ability to make sound judgments and decisions in high-pressure or emergency situations.
- Proactive in seeking solutions and taking action to protect vulnerable adults.

### **PREFERRED QUALIFICATIONS**

- None.

### **WORK ENVIRONMENT**

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

# ADULT SERVICES SPECIALIST

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The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

Confidentiality:	All employees must fully uphold all principles of confidentiality. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**