



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
katerid@spiritlakenation.com

Job Title:	Dementia Training Coordinator/Outreach	Open Date	June 2, 2023
SL Program:	Senior Services	Close date	June 16, 2023

Position Objective: To coordinate trainings, plan outreach events and to track participants for events held and/or trainings for the elderly and disabled individuals, families, and professionals on Spirit Lake Tribe, City of Devils Lake, Ramsey and Benson Counties.

Major Duties & Responsibilities:

- Assist in the management of grant activities and meeting the milestones.
- Organize community events, trainings, and community presentations in the service areas of Spirit Lake, City of Devils Lake, Ramsey, and Benson County.
- Provides educational program development, delivery, and evaluation.
- Assist with the development of outreach strategies and marketing tools to reach priority audiences.
- Collaborates with program teams, community organizations, peers, and volunteers in the implementation of grant activities.
- Organize trainings for elders and families to provide culturally competent education on dementia, elder rights, laws, and available resources.
- Attend the Community Advisory Committee quarterly meetings for tribal and partnering service providers in designated service areas.
- Assist in building comprehensive partnerships with area agencies, service providers and congregations to identify prospective volunteers and host / promote program participation.
- Assist in the development and monitoring of plans for elders experiencing memory issues or dementia.
- Assist with maintaining up-to-date records on elders contact information, identify needs, and services through the coordination of services with partnering agencies.
- Provide home visits to provide insight into the needs of individuals, their families, and/or caregivers.
- Assist in providing referrals to available resources including medical services, counseling, and legal services.
- Assist clients with preparation of forms, such as an application for services, including guardianship if needed.
- Participate in the monthly grant related calls with the National Alzheimer's and Dementia Resource Center (NADRC).
- Participates in quality assurance program.
- Assist in enrolling new elders, and track services and referrals in the Dementia Registry.
- Assist in tracking elders, families, and professionals' education and updates in Educational Registry.
- Assist in the preparation of written reports for the tribal council noting the clients' needs in relation to the dementia level, services provided, and assessing the effectiveness of service delivery methods.
- Collaborate with consultant and evaluator to assist with collecting qualitative and quantitative evaluation data as needed for program improvement and semi-annual grant reports.
- Consistently follow all client confidentiality policies and HIPPA Regulations.
- Perform various duties as needed to successfully fulfill the function of the position.

Skills, Knowledge, Abilities, Personal Characteristics:**Knowledge of:**

- Thorough knowledge of the needs and challenges of the aging process.
- Current issues and treatments related to memory issues and stages of dementia.
- Knowledge of special needs and social-emotional circumstances of elderly people and their families.
- Crisis intervention techniques and principles with aging individuals and families.
- Principles of sociology and psychology.
- Dakota culture and traditions, on Spirit Lake and surrounding communities.
- Health programs and elder health issues.
- Interviewing techniques.
- Being sensitive to elder needs.
- Available community resources and their appropriate utilization.
- Knowledge of the types of crimes that potentially affect elders with memory issues or dementia.
- Relevant Federal, State, and local laws, regulations, and codes.
- Tribal policies and procedures.

Ability to:

- Complete National Alzheimer's and Dementia Resource Center (NADRC) requests.
- Quickly and accurately assess situations encountered.
- Exercise sound judgment in determining courses of action.
- Demonstrates respect to elders.
- Advocate for client and community services.
- Demonstrated ability to work with other professions effectively.
- Deal effectively with hostile/aggressive clients and others contacted during work.
- Handle multiple tasks simultaneously.
- Communicate clearly and concisely, both orally and in writing.
- Plan meetings and community events.
- Ability to develop and maintain data to complete reports received and interventions.
- Demonstrate ability to work as a team member.

Skills:

- Strong verbal & written communication skills.
- Strong commitment to teamwork and interpersonal communication with other tribal and local service providers.
- Strong organizational skills, including competency in documentation and responsibility maintaining accurate records.
- Basic technical skills in operating Microsoft Office programs.

Qualifications, Experience, and education required:

- Cultural competency and sensitivity
- Minimum of an Associate's degree in health field, social work, or related field; Bachelor's degree preferred.
- Prefer five (5) years of work experience in health service, social service, community service, or in an educational setting.
- Preferred experience in working with elders.
- Reliable transportation.
- Valid driver's license, vehicle insurance and registration.
- Must submit a pre-employment drug testing and will be subject to random testing.
- Must adhere to the COVID restrictions.
- Must be able to successfully clear background check.

Physical Demands:

- None noted.

Job Role:	Dementia Training Coordinator/Outreach	Department:	Spirit Lake Tribe
Exempt/Non-exempt:	Non-exempt	Closing Date:	Open Until Filled
Employment Status:	Full-time (32 Hours Per Week)	Supervision:	Under the supervision of the Senior Services Dementia Project Coordinator
Monthly Salary Range:	DOQ	Manages Others:	None
Number of Vacancies:	1	JD#	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com MKeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381- 0864	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.